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ABSTRACT

This curriculum guide, developed for use in dental assistant education programs in Michigan, describes a task-based curriculum that can help a teacher to develop a classroom management system where students learn by doing. It is based on task analysis and reflects the skills, knowledge, and attitudes that employers expect entry-level dental assistants to possess. In the first section of the guide, information is provided on the Dictionary of Occupational Titles job code and title sheet, career ladders, a duty/task/job matrix, and the tasks covered in the curriculum. The body of the document covers 10 duties subdivided by task. Task sheets consist of a task objective, achievement indicators, criteria for completion, lists of tools and equipment needed, and resources. Topics covered in the 10 duties are the following: preventing disease transmission, performing basic emergency procedures, collecting clinical data, performing general chairside procedures, instructing oral health management, performing radiographic procedures, performing laboratory procedures, performing office management procedures, performing expanded functions (registered dental assistant), and using employability skills. In addition, the curriculum guide contains a tool and equipment list, a student achievement record, a class achievement record, and a bibliography. (KC)

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INTRODUCTION

This curriculum was developed through a grant awarded to the Department of Agricultural and Extension Education (AEE), College of Agriculture and Natural Resources, Michigan State University by the Vocational-Technical Education Service of the Michigan Department of Education (V-TES/MDE). While development of the curriculum was the responsibility of AEE, every attempt was made to involve people representing education and industry. The final curriculum is representative of the tasks health care workers perform on the job.

The credit for this curriculum belongs to (1) the V-TES/MDE consultant responsible for the program area; (2) two task force leaders hired to do the writing representing secondary and post-secondary educational institutions; (3) a number of individuals from business, industry, and education who reviewed task statements, achievement indicators, and criteria statements to determine their relevancy to tasks performed by health care workers on their jobs in the world of work; (4) the project coordinator from AEE.

The following describes the role of each of those credited above in developing the curriculum.

1. The V-TES/MDE curriculum consultant provided overall guidance for the project. This responsibility included nominating the task force leader, the task force members and working with AEE staff to determine the direction for the final curriculum.

2. The task force leaders were responsible for all the writing activities. These persons drew upon their professional expertise and other resources to develop the curriculum.

3. A task force composed of representatives of education, business and industry reviewed the curriculum and suggested appropriate changes. The final curriculum is the result of the close cooperation between the task force leader and the members of the task force.

4. The project coordinator in AEE was responsible for developing the format of the curriculum, working with the task force leader to ensure the quality of the curriculum, as well as that the final curriculum was produced on schedule. The work of the project coordinator was made considerably easier because of the close collaboration of the V-TES/MDE curriculum consultant. This whole effort was a partnership and could not have been completed without this arrangement.

Finally, the secretaries and other support staff who typed and proofread the final product cannot be overlooked. Without their assistance, this effort would never have been completed.

It is intended by all those involved in the development of this curriculum that it always be used to provide relevant training for entry to the world of work. It is hoped that this curriculum is used to that end.

The curriculum guide is representative of the occupational job duty categories which list major activities and tasks performed on an entry level job. The curriculum guide contains a resource list and criteria statements which indicate the minimum standards of performance accepted as evidence of competence in completion of the task by the health care industry. This is a task-based curriculum guide which helps a teacher develop a classroom management system where students learn by doing. It is based on task analysis and reflects the skills, knowledge, and attitudes that employers expect incumbent workers to possess.

The Michigan Department of Education, Vocational-Technical Education Service has adopted descriptions and codes for vocational-technical education programs found in the document entitled, "A Classification of Instructional Programs" (C.I.P.), National Center for Educational Statistics, February, 1981. This new coding system is required of all states in

reporting data on all programs receiving funds under P.L. 94-482, the Vocational Education Amendments of 1976.

The United States Office of Education (U.S.O.E.) coding system was discontinued at the conclusion of the 1981-82 school year.

The C.I.P. code system for the Allied Health Occupations programs begins with 17.00 - The C.I.P. Code for curriculum tasks included in this curriculum guide is 17.0100.

The Health Occupations Students of America (HOSA) is the official student organization for students enrolled in vocationally reimbursed Health Occupations programs. The Michigan Association of Health Occupations Students of America provides opportunities for students to develop leadership, occupational, and social skills through involvement at the local, state, and national levels. HOSA activities are conducted as an integral part of the Health Occupations programs. Many of the tasks outlined in this guide are included in the skills competition conducted by HOSA at the regional, state, and national levels.

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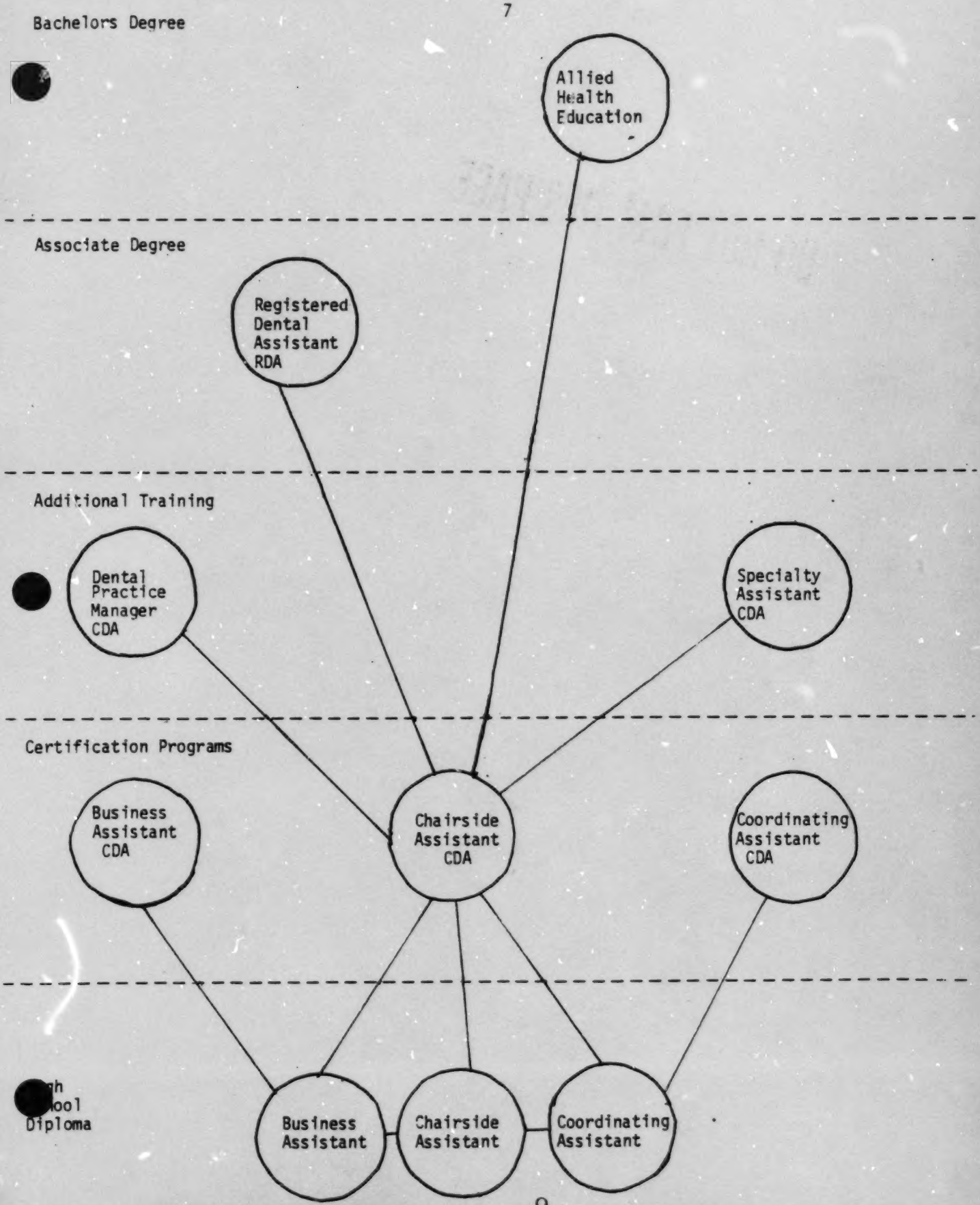
D.O.T. JOB CODE AND TITLE SHEET

DENTAL CLUSTER

D.O.T. NUMBER	JOB TITLE
079.371-010	Dental Assistant
	Chairside Assistant
	Coordinating Assistant (Roving Assistant)
	Dental Business Assistant
	+Dental Specialty Assistant
	+Registered Dental Assistant

+ Post-secondary training required


Bachelors Degree
Allied Health Education
Associate Degree
Registered Dental Assistant RDA
Additional Training
Dental Practice Manager CDA
Specialty Assistant CDA
Certification Programs
Business Assistant CDA
Chairside Assistant CDA
Coordinating Assistant CDA
Business Assistant
Chairside Assistant
Coordinating Assistant

DUTY/TASK NUMBERS

JOB TITLES	A1	2	3	4	5	6	7	8	9	10		B1	2	3	4	5	6	7	8
Dental Assistant	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x	x	x
Chairside	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x	x	x
Co-ord/Rover	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x	x	x
Dental Business	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x	x	x
Dental Specialty	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x	x	x
Registered Dental Assistant	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x	x	x

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DUTY/TASK - JOB MATRIX

DUTY/TASK NUMBERS

JOB TITLES	B 9		C 1	2	3	4	5	6	7	8		D 1	2	3	4	5	6	7	8
Dental Assistant	X		X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X
Chairside	X		X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X
Co-ord/Rover	X		X	X	X	X	X	X	X	X		X	X					X	
Dental Business	X		X	X	X	X			X	X		X	X						
Dental Specialty	X		X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X
Registered Dental Assistant	X		X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X

DUTY/TASK - JOB MATRIX

DUTY/TASK - JOB MATRIX

JOB TITLES	Dental Assistant	Chairside	Co-ord/Rover	Dental Business	Dental Specialty	Registered Dental Assistant
D 9	X	X	X		X	X
10	X	X			X	X
11	X	X	X		X	X
12	X	X			X	X
13	X	X	X		X	X
14	X	X			X	X
15	X	X	X'		X	X
16	X	X			X	X
17	X	X	X		X	X
18	X	X			X	X
19	X	X	X		X	X
20	X	X			X	X
21	X	X	X		X	X
22	X	X			X	X
23	X	X			X	X
24	X	X			X	X
25	X	X	X		X	X
26	X	X			X	X
27	X	X	X		X	X

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DUTY/TASK NUMBERS

DUTY/TASK - JOB MATRIX

DUTY/TASK NUMBERS 12

JOB TITLES	Dental Assistant	Chairside	Co-ord/Rover	Dental Business	Dental Specialty	Registered Dental Assistant
D 28	X	X			X	X
29	X	X			X	X
30	X	X	X		X	X
31	X	X			X	X
32	X	X	X		X	X
33	X	X			X	X
34	X	X			X	X
35	X	X			X	X
36	X	X			X	X
37	X	X			X	X
38	X	X			X	X
39	X	X	X		X	X
40	X	X	X		X	X
41	X	X			X	X
42	X	X	X		X	X
43	X	X			X	X
44	X	X	X		X	X
45	X	X			X	X
46	X	X	X		X	X

DUTY/TASK NUMBERS

JOB TITLES	D 58	59	60	61	62	63	64	65	66	67	68	69		E 1	2	3	4	5
Dental Assistant	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X
Chairside	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X
Co-ord/Rover		X		X		X		X		X		X		X	X	X	X	X
Dental Business														X	X		X	X
Dental Specialty	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X
Registered Dental Assistant	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X

DUTY/TASK - JOB MATRIX

DUTY/TASK - JOB MATRIX

DUTY/TASK NUMBERS

F	JOB TITLES	Dental Assistant	Chairside	Co-ord/Rover	Dental Business	Dental Specialty	Registered Dental Assistant
F	1	X	X			X	X
	2	X	X			X	X
	3	X	X			X	X
	4	X	X			X	X
	5	X	X			X	X
	6	X	X			X	X
	7	X	X	X		X	X
	8	X	X	X	X	X	X
	9	X	X	X	X	X	X
	10	X	X	X	X	X	X
	11	X	X	X	X	X	X
	12	X	X	X	X	X	X
	13	X	X	X		X	X
	14	X	X	X		X	X
	15	X	X			X	X
	16	X	X			X	X
	17	X	X			X	X
	18	X	X	X	X	X	X
	19	X	X	X	X	X	X

DUTY/TASK NUMBERS

10	9	8	7	6	5	4	3	2	H1		8	7	6	5	4	3	2	G1	JOB TITLES
x	x	x	x	x	x	x	x	x	x		x	x	x	x	x	x	x	x	Dental Assistant
			x						x		x	x	x	x	x	x	x	x	Chairside
	x	x	x						x		x	x	x	x	x	x	x	x	Co-ord/Rover
x	x	x	x	x	x	x	x	x	x									x	Dental Business
			x						x		x	x	x	x	x	x	x	x	Dental Specialty
			x						x		x	x	x	x	x	x	x	x	Registered Dental Assistant

DUTY/TASK - JOB MATRIX

DUTY/TASK - JOB MATRIX

DUTY/TASK NUMBERS	JOB TITLES	Dental Assistant	Chairside	Co-ord/Rover	Dental Business	Dental Specialty	Registered Dental Assistant
H 11		X	X	X	X	X	X
12		X	X	X	X	X	X
13		X	X	X	X	X	X
14		X			X		
15		X			X		
16		X			X		
17		X			X		
18		X			X		
19		X			X		
20		X			X		
21		X			X		
22		X			X		
23		X	X	X	X	X	X
24		X			X		
25		X		X			
26		X	X	X	X	X	X
27		X	X	X	X	X	X
28		X			X		
29		X			X		

DUTY/TASK NUMBERS

DUTY/TASK - JOB MATRIX

JOB TITLES	Dental Assistant	Chairside	Co-ord/Rover	Dental Business	Dental Specialty	Registered Dental Assistant
H 30	X	X	X	X	X	X
31	X			X		
32	X	X	X	X	X	X
33	X			X		
34	X			X		
35	X	X	X	X	X	X
36	X	X	X	X	X	X
37	X	X	X	X	X	X
38	X	X	X	X	X	X
39	X	X	X	X	X	X
40	X	X	X	X	X	X
41	X	X	X	X	X	X
42	X	X	X	X	X	X
43	X	X	X	X	X	X
44	X	X	X	X	X	X
45	X	X	X	X	X	X
46	X		X	X		

DUTY/TASK NUMBERS

9	8	7	6	5	4	3	2	1	JOB TITLES
x	x	x	x	x	x	x	x	x	Dental Assistant
									Chairside
									Co-ord/Rover
									Dental Business
									Dental Specialty
x	x	x	x	x	x	x	x	x	Registered Dental Assistant

DUTY/TASK - JOB MATRIX

TASK LIST
FOR
DENTAL CLUSTER

A. PREVENTING DISEASE TRANSMISSION

1. Clean instruments using ultra-sonic cleaner and appropriate materials to prepare for sterilization.

2. Package clean equipment, instruments and supplies using appropriate materials to prepare for sterilization.

3. Sterilize packaged supplies and instruments using a steam pressure autoclave to assure usability of the materials.

4. Handle sterile items using a knowledge of microbiology and surgical aseptic technique to maintain sterility.

5. Apply disinfectant using appropriate equipment and chemicals and a knowledge of microbiology and aseptic technique to remove infectious materials from an item or area.

6. Protect patient and dental team using masks, gloves, fingercots, glasses, drapes, and other safety items to prevent cross contamination.

7. Sterilize instruments using chemical methods and a knowledge of aseptic technique to destroy pathogenic microorganisms.

8. Sterilize instruments using dry heat and a knowledge of aseptic technique to destroy pathogenic microorganisms.

9. Prepare chemical agents using manufacturer's instructions to disinfect items and area.

10. Perform aseptic handwashing techniques using appropriate materials to clean hands.

B. PERFORMING BASIC EMERGENCY PROCEDURES

1. Apply direct pressure to a wound using appropriate resources to control blood flow from a wound.

2. Perform back blows/abdominal thrusts using available resources and models to practice relieving a blocked airway on a patient with a blocked airway.

3. Perform cardiopulmonary resuscitation using available resources and models to practice reviving a patient in respiratory and/or cardiac arrest.

4. Position a faint patient using a knowledge of the nervous and cardio-vascular system to revive the patient's full consciousness.

B. PERFORMING BASIC EMERGENCY PROCEDURES (continued)

5. Administer spirits of ammonia using an available source to revive a faint patient.

6. Observe behavior/physical changes using a knowledge of normal behavior appearance of the patient to recognize possible medication overdose.

7. Observe for drug allergy reactions using a knowledge of aseptic technique, normal integumentary and respiratory systems to determine untoward reactions in a patient.

8. Assist in inserting oral airway using a knowledge of respiratory system anatomy and physiology and proper method of oropharyngeal airway insertion to open the airway of a patient with airway difficulty.

9. Check emergency equipment (oxygen, drug kit, etc.) at regular intervals using a check list to insure equipment readiness for emergency.

C. COLLECTING CLINICAL DATA

1. Record obtained patient information (for example: medical history (especially medications and allergies), dental history, chief complaint, and medical laboratory data) using interviews, written questionnaires, medical laboratory reports, knowledge of patient management skills, PDR, ADT and other references to identify patient's needs.

2. Demonstrate proper patient care techniques for compromised-medical history patients using knowledge to maintain the safety of the patient.

3. Assess the patient's attitude using knowledge of psychology and communication and dental chart to identify patient's motivation for seeking treatment.

4. Take vital signs using thermometer, pulse meter, manual pulse reading, spygnomamometer, respiration reading, dental chart and recording device to obtain clinical data in an emergency situation.

5. Perform extraoral inspection of patient's general physical condition using observation skills, finger palpatation, dental chart, and recording device to note any abnormal characteristics.

6. Take intraoral and extraoral photographs using a clinical camera system to identify patient's needs.

7. Chart patient's oral condition as dictated by dentist using dental chart, knowledge of pathological conditions and normal tooth structure, charting systems, listening skills and recording device to identify patient's current clinical condition.

C. COLLECTING CLINICAL DATA (continued)

8. Record current treatment using dental chart, recording device and office recording method to maintain accurate patient records.

D. PERFORMING GENERAL CHAIRSIDE PROCEDURES

1. Seat a patient using adjustable dental chair, knowledge and proper patient covering to prepare for dental treatment.

2. Reassure patients using principles of patient management to relieve dental apprehension.

3. Perform instrument transfer using appropriate grasp to provide efficient four-handed dentistry.

4. Maintain the field of operation using evacuator air/water syringe, appropriate supplies and knowledge to provide operator and assistant visibility.

5. Apply topical anesthetic using knowledge and appropriate supplies to prepare for local injection.

6. Assist the administration of nitous oxide/oxygen using knowledge and equipment to meet the patient's needs.

7. Prepare a local anesthetic tray set-up using knowledge and appropriate supplies and instruments to provide for a local anesthetic procedure.

8. Assist a local anesthetic procedure using knowledge, tray set-up and equipment to meet the patient's needs.

9. Prepare an oral examination tray set-up using knowledge and appropriate supplies and instruments to provide for an oral examination procedure.

10. Assist an oral examination, diagnosis and treatment planning procedure using knowledge, tray set-up and equipment to meet the patient's needs.

11. Prepare a rubber dam tray set-up using knowledge and appropriate supplies and instruments to provide for a rubber dam procedure.

12. Assist with rubber dam procedure using knowledge and tray set-up to provide isolation.

13. Prepare an emergency examination tray set-up using knowledge and appropriate supplies and instruments to provide for an emergency examination procedure.

14. Assist an emergency examination procedure using knowledge, tray set-up and equipment to meet the patient's needs.

D. PERFORMING GENERAL CHAIRSIDE PROCEDURES (continued)

15. Prepare an anti-cariogenic sealant tray set-up using knowledge and appropriate supplies and instruments to provide for an anti-cariogenic sealant procedure.

16. Assist an anti-cariogenic sealant procedure using knowledge, tray set-up and equipment to meet the patient's needs.

17. Prepare a fluoride application tray set-up using knowledge and appropriate supplies and instruments to provide for a fluoride application procedure.

18. Assist topical fluoride application using knowledge and tray set-up to provide fluoride benefits.

19. Prepare an oral prophylaxis tray set-up using knowledge and appropriate supplies and instruments to provide for an oral prophylaxis procedure.

20. Assist an oral prophylaxis procedure using knowledge, tray set-up and equipment to meet the patient's needs.

21. Prepare a desensitization tray set-up using knowledge and appropriate supplies and instruments to provide for a desensitization procedure.

22. Assist a tooth desensitization procedure using knowledge, tray set-up and equipment to meet the patient's needs.

23. Assist a cavity preparation using knowledge, tray set-up and equipment to meet the patient's needs.

24. Exchange rotary instruments using knowledge, related instruments and handpieces to meet the operator's needs.

25. Prepare an amalgam restoration tray set-up using knowledge and appropriate supplies and instruments to provide for an amalgam restoration procedure.

26. Assist an amalgam procedure using knowledge, tray set-up and equipment to meet the patient's needs.

27. Prepare a composite restoration tray set-up using knowledge and appropriate supplies and instruments to provide for a composite restoration procedure.

28. Assist a composite procedure using knowledge, tray set-up and equipment to meet the patient's needs.

29. Hold an anterior matrix using knowledge of proper positioning to contour anterior restoration.

30. Prepare a restorative polishing tray set-up using knowledge and appropriate supplies and instruments to provide for a restorative polishing procedure.

D. PERFORMING GENERAL CHAIRSIDE PROCEDURES (continued)

31. Assist a restoration polishing procedure using knowledge, tray set-up and equipment to meet the patient's needs.

32. Prepare an orthodontic tray set-up using knowledge and appropriate supplies and instruments to provide for an orthodontic procedure.

33. Try on orthodontic bands using instruments and knowledge of proper positioning to determine appropriate size.

34. Place orthodontic separators using instruments and knowledge of proper positioning to faciltate banding.

35. Remove orthodontic separators using knowledge, appropriate instruments and techniques to apply bands.

36. Place orthodontic appliance accessories (elastics, ligatures, archwires) using knowledge and appropriate instruments and techniques to meet the patient's needs.

37. Remove orthodontic appliance accessories (elastics, ligatures, archwires) using knowledge and appropriate instruments and techniques to meet the patient's needs.

38. Provide patient instruction on headgear using knowledge and communication skills to allow independent headgear placement and removal.

39. Prepare a basic surgical tray set-up using knowledge and appropriate supplies and instruments to provide for a basic surgical procedure.

40. Prepare a surgical impaction tray set-up using knowledge and appropriate supplies and instruments to provide for a surgical impaction procedure.

41. Assist an extraction procedure using knowledge, tray set-up and equipment to meet the patient's needs.

42. Prepare a suture removal tray set-up using knowledge and appropriate supplies and instruments to provide for a suture removal porcedure.

43. Assist a suture removal procedure using knowledge, tray set-up and equipment to meet the patient's needs.

44. Prepare a dry socket tray set-up using knowledge and appropriate supplies and instruments to provide for a dry socket procedure.

45. Assist a dry socket procedure using knowledge, tray set-up and equipment to meet the patient's needs.

46. Prepare a periodontic tray set-up using knowledge and appropriate supplies and instruments to provide for a periodontic procedure.

47. Assist a soft tissue surgery procedure using knowledge, tray set-up and equipment to meet the patient's needs.

D. PERFORMING GENERAL CHAIRSIDE PROCEDURES (continued)

48. Prepare a cast restoration preparation tray set-up using knowledge and appropriate supplies and instruments to provide for a cast restoration preparation procedure.

49. Assist a crown, inlay or fixed bridge preparation using knowledge, tray set-up and equipment to meet the patient's needs.

50. Prepare an initial/secondary impressions tray set-up using knowledge, and appropriate supplies and instruments to provide for an initial/secondary impressions procedure.

51. Assist a secondary impression using knowledge, tray set-up and equipment to meet the patient's needs.

52. Take an impression using knowledge and appropriate materials and techniques to make study or opposing models.

53. Prepare an occlusal registration tray set-up using knowledge and appropriate supplies and instruments to provide for a occlusal registration procedure.

54. Assist in an occlusal registration using appropriate supplies and instruments to provide an occlusal relationship impression.

55. Prepare a temporary cement tray set-up using knowledge and appropriate supplies and instruments to provide for a temporary cement procedure.

56. Assist a temporary cementation using knowledge, tray set-up and equipment to meet the patient's needs.

57. Prepare a cast restoration cementation tray set-up using knowledge and appropriate supplies and instruments to provide for a cast restoration cementation procedure.

58. Assist a permanent cementation using knowledge, tray set-up and equipment to meet the patient's needs.

59. Prepare a prosthodontic tray set-up using knowledge and appropriate supplies and instruments to provide for a prosthodontic procedure.

60. Assist a denture or partial prosthetic procedure using knowledge, tray set-up and equipment to meet the patient's needs.

61. Prepare a periodontal pack tray set-up using knowledge and appropriate supplies and instruments to provide for a periodontal pack procedure.

62. Assist a periodontal pack placement using knowledge, tray set-up and equipment to meet the patient's needs.

D. PERFORMING GENERAL CHAIRSIDE PROCEDURES (continued)

63. Prepare a root planing and curettage tray set-up using knowledge and appropriate supplies and instruments to provide for a root planing and curettage procedure.

64. Assist a root planing/curettage procedure using knowledge, tray set-up and equipment to meet the patient's needs.

65. Prepare an occlusal equilibration tray set-up using knowledge and appropriate supplies and instruments to provide for an occlusal equilibration procedure.

66. Assist an occlusal equilibration procedure using knowledge, tray set-up and equipment to meet the patient's needs.

67. Prepare an endodontic tray set-up using knowledge and appropriate supplies and instruments to provide for an endodontic procedure.

68. Assist an endodontic procedure using knowledge, tray set-up and equipment to meet the patient's needs.

69. Give post-operative instruction using knowledge and communication skills to inform patient's on self-care.

E. INSTRUCTING ORAL HEALTH MANAGEMENT

1. Evaluate patient's diet using their food diary, knowledge of nutrition and nutritional requirements during various stages of life to identify patient's dietary needs.

2. Relate diet to dental care using knowledge of oral pathology and health to inform patients on self-care.

3. Provide patient with oral health information using demonstrations, models and knowledge of oral physiology and anatomy to promote patient self-care.

4. Discuss available dental treatments using models and knowledge of restorative materials and dental anatomy to inform the patient of restorative options.

5. Relate principles of 1) plague control, 2) tooth structure and anti-cariogenic agents, 3) diet, using knowledge of good oral health to promote patient oral health management.

F. PERFORMING RADIOGRAPHIC PROCEDURES

1. Select radiographic film using knowledge, film and directions of prescribing dentist to meet the patient's needs.

2. Select radiographinc accessories using knowledge and accessories to meet the patient's needs.

3. Expose prescribed bitewing film using appropriate film, accessories, intraoral machine, manufacturer's instructions, proper settings and knowledge to prepare a radiograph of diagnostic quality.

F. PERFORMING RADIOGRAPHIC PROCEDURES (continued)

4. Expose prescribed periapical film using appropriate film, accessories, intraoral machine, manufacturer's instructions, proper settings and knowledge to prepare a radiograph of diagnostic quality.

5. Expose prescribed panoramic film using appropriate film accessories, panoramic machine, manufacturer's instructions. proper settings and knowledge to prepare a radiograph of diagnostic quality.

6. Expose prescribed occlusal film using appropriate film, accessories, intraoral machine, manufacturer's instructions and knowledge to prepare radiograph of diagnostic quality.

7. Evaluate radiographs for diagnostic value using knowledge of anatomical structures, viewer, and knowledge of errors of exposure and processing to meet the patient's needs.

8. Prepare manual radiographic processing solutions using appropriate solutions, knowledge, equipment and manufacturer's instructions to process radiographs of diagnostic quality.

9. Process exposed dental radiograph using manual processing and knowledge to produce radiographs free of processing errors.

10. Prepare automatic radiographic processing solutions using appropriate solutions, automatic processor and knowledge of manufacturer's instructions to produce radiographs of diagnostic quality.

11. Process exposed dental films using automatic processor and knowledge of manufacturer's instructions to produce radiographs of diagnostic quality.

12. Mount radiographs using properly labeled appropriate mount, viewer, knowledge of legal aspects of diagnostic records' anatomical landmarks and the dentist's mounting system to prepare radiographs for diagnostic viewing by the dentist.

13. Perform preventive maintenance on manual radiographic processing equipment using knowledge and supplies to insure functioning of equipment.

14. Perform preventive maintenance on automatic radiographic processing equipment using knowledge and supplies to insure functioning of equipment.

15. Practice patient safety measures using knowledge of the principles of radiation protection and health physics and exposure limiting accessories to provide protection from x-ray radiation.

16. Practice operator safety measures using knowledge and exposure limiting accessories to provide protection from x-ray radiation.

17. Monitor operator radiation exposure using a film badge or dosimeter, knowledge and reading reporting system to prevent excessive radiation exposure.

F. PERFORMING RADIOGRAPHIC PROCEDURES (continued)

18. Inspect the storage of x-ray film using knowledge and controls for temperature, humidity, radiation exposure and inventory to insure availablity of useful film.

19. Duplicate dental radiographs using radiographs of diagnostic value, a duplicator, and duplicating film to copy radiographs without additional radiation exposure of the patient.

G. PERFORMING LABORATORY PROCEDURES

1. Complete commercial lab prescription (work order) using appropriate form(s) and patient record to instruct laboratory technician.

2. Manipulate dental plaster using appropriate instruments, equipment and knowledge to make dental casts.

3. Manipulate dental stone using appropriate instruments, equipment and knowledge to make dental stones.

4. Fabricate a custom acrylic impression tray using knowledge, proper instruments and supplies to take a final impression.

5. Trim a dental cast using a model trimmer, lab knife and related instruments to establish reference angles.

6. Finish dental casts using gloss and labeling techniques to preserve as a diagnostic record.

7. Clean/polish removable appliances using equipment, cleaning solutions and knowledge to remove accumulated debris.

8. Sharpen hand-cutting instruments using knowledge of manual and mechanical methods, appropriate stones, oil and rotary equipment to maintain usefulness of instruments.

H. PERFORMING OFFICE MANAGEMENT PROCEDURES

1. Assemble the patient records for treatment using the appointment book and record files to provide the dental operators with the treatment plan histories of each patient scheduled.

2. Prepare a daily work schedule using the appointment book, data processing or typewriter and proper form to inform the dental team of the day's schedule of patients.

3. Maintain patient records using data collected in histories, treatment, diagnostic test and studies and dialogue to keep the accurate information concerning patients.

H. PERFORMING OFFICE MANAGEMENT PROCEDURES (continued)

18. Write checks using accounts payable system and checkbook to pay office bills.

19. Reconcile bank statement using checkbook register, bank statements, cancelled checks and data processing or calculator to monitor office bank account.

20. Manage petty cash fund using petty cash slips, cash summary and petty cash checks to keep accurate account of the funds.

21. Verify invoices for materials received using invoices, packing slips, statements, and accounts payable system to monitor office expenditures.

22. Prepare payroll using payroll records, checkbook, personnel files, employee tax records, employment records and withholding schedules to pay dental staff.

23. Explain fee charges to a patient as directed by the dentist using office fee structure, estimates and patient treatment plan to clarify information.

24. Arrange financial agreements with patients using office payment plans, truth-in-lending forms, estimates, and patient treatment plans to insure fewest collection problems.

25. Issue receipts using receipt book, data processing system or pegboard system to insure proper credit for patient's payment.

26. Prepare patient statements using proper forms, copier and/or data processing system to aid in the collection of dental fees.

27. Explain insurance coverage to patient/family using insurance company instructions and patient's insurance forms to clarify patient's understanding.

28. Submit prepared third party carrier claims using carrier forms, ADA codes and patient record to obtain payment for patient's treatment.

29. Follow-up unpaid, lost and/or rejected third party claims using third party claim monitoring system to obtain payment for patient's treatment.

30. Demonstrate effective and courteous telephone procedures using various telephone systems (multi-line, phone answering equipment, and inter-office communication) to communicate with patients and staff.

31. Prepare correspondence using effective principles of written communication, typewriter, stationery, rough draft of letter, other incidental supplies and/or word processing system and printer to contact patients and business persons by mail.

32. Maintain the office environment using humidity, temperature, lighting, noise, odor, ventilation controls and safety hazard check list to protect patients and staff.

H. PERFORMING OFFICE MANAGEMENT PROCEDURE (continued)

4. Maintain an active recall system using patient records to inform patients who are to return at recommended intervals.

5. Manage broken/cancelled appointments using appointment book, short notice lists and telephone to make the best use of the dental team's time and the individual patient's needs.

6. Maintain appointment control using the appointment book, appointment cards, office appointment schedule, matrix, patient treatment plans to schedule patients according to individual needs.

7. Record dental and business supplies dispensed using an inventory list with specified reorder levels to ascertain that expendable supplies are ordered.

8. Order dental and business supplies using a supplies dispensed list, a supply catalog file, list of supplies and order forms to ascertain that supplies are available as needed.

9. Rotate supplies using an inventory control system to use oldest supplies first and discard outdated supplies.

10. Manage backorders using available information to ascertain that alternatives or needed supplies are available.

11. Perform preventive maintenance on business and dental equipment using manufacturer's instructions to maintain the equipment in safer operating condition.

12. Prepare for equipment malfunctions using an equipment file of manufacturer's instructions, service contracts, guarantees, and names of repairmen and suppliers to implement appropriate procedures.

13. Maintain security of drug supply using locked container and inventory list to meet state and federal regulations.

14. Maintain accounts receivable using data processing or calculator, pegboard or daily log system to record office income.

15. Maintain accounts payable using data processing or calculator and appropriate forms to record office expenditures.

16. Analyze office financial reports using monthly, quarterly, yearly, comparative age accounts receivable and overhead records to monitor the financial aspects of the dental practice.

17. Prepare bank deposits using data processing or calculator and appropriate forms to place office income in a financial institution.

H. PERFORMING OFFICE MANAGMENT PROCEDURES (continued)

33. Initiate referral procedures for the patient as directed using telephone and appropriate forms to aid the patient.

34. Manage the dental office using an appropriate management style, goal setting, and office procedure manual to achieve dental team/office goals.

35. Interview prospective personnel using appropriate forms and good public relations techniques to make recommendations to the dentist.

36. Recommend the hiring of prospective personnel using effective evaluation techniques and notes and forms from interview to fill staff openings.

37. Supervise auxiliary staff using an effective management style, goal list and job descriptions to meet dental office goals.

38. Identify the legal significance of patient records using knowledge of local, state and federal laws to protect the patient and the dental team.

39. Implement precautions in lending records to another dental office using the office policy manual to protect the patient and the dental team.

40. Complete administrative forms for patients or staff using appropriate forms in case of accident to record incidents.

41. Update procedure manual for the office using procedure manual, revised forms, directions from doctor and/or staff to reflect current office practice.

42. Compile a list of the responsibilities and/or obligations of the dentist and patients in the dentist-patient relationship using knowledge and information to prevent lawsuits against dental personnel.

43. Obtain the patient's consent for routine and emergency office dental care using appropriate forms to protect patient and dental team.

44. Demonstrate the staff procedures in possible legal cases using the office procedure manual and legal precautions to protect the patient and the dental personnel.

45. Determine the legal aspects of the role of the dental assistant and registered dental assistant using the State Dental Practice Act and federal regulation pertaining to areas such as safety, labor, radiation and equal opportunity to protect the patient and oneself.

46. File patient, business and personnel records using an appropriate filing system to insure efficient retrieval.

I. PERFORMING EXPANDED FUNCTIONS (REGISTERED DENTAL ASSISTANT)

1. Place a rubber dam using appropriate knowledge, armamentarium and skill to isolate prescribed teeth with limited soft tissue trauma.

2. Remove a rubber dam using appropriate knowledge, armamentarium and skill to assure complete recovery of rubber dam.

3. Remove a nonmetallic temporary filling using appropriate knowledge, armamentarium and skill to meet needs of the patient.

4. Apply topical fluoride using knowledge, appropriate solution or gel, armamentaruim and skill to meet needs of the patient.

5. Chart the oral cavity using a mouth mirror, knowledge of normal landmarks, soft tissue color and shape, tooth morphology, office method for charting obvious lesions, existing restorations and missing teeth, a dental chart, colored pencils and air/water syringe to prepare an accurate record of the patient's oral condition.

6. Inspect orthodontic bands using knowledge, skill, mouth mirror and an explorer to identify loose bands.

7. Size temporary band and crowns using measuring device, knowledge, skill, mouth mirror, explorer and cotton forceps to find bands and crowns that fit.

8. Cement temporary crowns and bands using appropriate cement, appropriate armamentarium, knowledge and skill to reestablish function on prepared tooth/teeth.

9. Remove temporary crowns and bands using appropriate armamentarium, knowledge and skill to expose the prepared tooth safely.

10. Remove excess cement from coronal surfaces using proper instrumentation and knowledge to reestablish natural tooth contour.

11. Remove sutures using appropriate knowledge, armamentarium and skill to meet the needs of the patient.

12. Place periodontal packing using appropriate armamentarium, skill and knowledge to meet the patient's needs.

13. Placed pit and fissure sealant using appropriate armamentarium, skill and knowledge to meet the patients needs.

J. USING EMPLOYABILITY SKILLS

1. Compile an occupational profile using reference materials to determine the characteristics, requirements, and employment outlook of an occupation.

2. Analyze a career ladder using available resources to identify the opportunities for advancement that exist within the occupation.

3. Perform a job search using information to identify employment opportunities.

J. USING EMPLOYABILITY SKILLS (continued)

4. Investigate non-wage job characteristics using available resources to identify significant job factors.

5. Compile a list of personal attributes using knowledge and information to determine a career alternative.

6. Prepare a resume using personal information to apply for a job.

7. Write a letter of application using personal notes to apply for a job.

8. Contact an employer using a telephone to follow-up on a job application.

9. Complete a social security form using information to apply for a social security number.

10. Complete a job application using personal notes to apply for employment.

11. Interview for a job using communication skills to secure employment.

12. Develop a personal job values chart using references to identify acceptable job offers.

13. Demonstrate appropriate dress using a knowledge of job requirements to comply with standards of on-the-job attire and grooming.

14. Contact the employment interviewer using a telephone to accept/reject a job.

15. Complete forms using information to withhold city, state, and federal taxes.

16. Demonstrate interpersonal skill using a knowledge of communication to achieve successful relationships with others.

17. Perform a continuing education program search using available resources to identify opportunities for retraining, skill upgrading, and career advancement.

18. Describe job resignation/dismissal practice using knowledge to identify positive methods for termination and employment situation.

19. Describe salary increase request using knowledge to identify positive methods for increasing wages.

20. Prepare a self-evaluation using personal notes to apply for job advancement.

21. Acquire information on professional dental organizations using available resources to identify the history and ethical standards of the profession

Duty: Preventing Disease Transmission	**Duty No.** A
	Task No. 1

Task: Clean instruments using ultra-sonic cleaner and appropriate materials to prepare for sterilization.

Achievement Indicators: The learner:	Yes	No
1. Washed hands before and after procedure -	____	____
2. Assembled cleaning supplies -	____	____
3. Prepared soiled instruments for cleaning in prescribed manner -	____	____
4. Washed, rinsed and dried soiled instruments in prescribed manner -	____	____
5. Stored clean instruments in designated area -	____	____
6. Disposed/replaced cleaning supplies -	____	____
7. Left work area neat and clean -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the office or training program.

Tools and Equipment:	**Resources:**
Assorted ultrasonic solutions Ultrasonic cleaner Low-sudsing detergent Stiff brushes Materials/modules on cleaning instruments Basins	Manufacturer's instructions Office training manual

Teacher Activities	Student Learning Activities
1. Assemble resources and references on cleaning instruments/equipment to prepare for sterilization. 2. Demonstrate cleaning of instruments and equipment. 3. Prepare packets of instruments and equipment to be cleaned. 4. Give the students a quiz related to this task and evaluate the results. 5. Evaluate a student's demonstration of the task using the achievement indicators as a guide.	1. Read assigned references and resources on cleaning instruments and equipment. 2. Observe a demonstration on how to properly clean instruments and equipment. 3. Practice cleaning the instruments and equipment provided by the instructor. 4. Demonstrate proficiency on a quiz related to this task. 5. Demonstrate the task satisfactorily to an evaluator.

Duty: Preventing Disease Transmission	**Duty No.** A
	Task No. 2

Task: Package clean equipment, instruments and supplies using appropriate materials to prepare for sterilization.

Achievement Indicators: The learner:	Yes	No
1. Washed hands -	____	____
2. Assembled supplies needed to package equipment, instruments or supplies -	____	____
3. Assembled equipment, instruments and supplies to be packaged -	____	____
4. Inserted equipment, instruments, and supplies into bag, envelope, or wrapper in prescribed manner -	____	____
5. Sealed packages -	____	____
6. Labeled packages per institutional policy -	____	____
7. Placed packages in designated area -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the sterilizer manufacturer.

Tools and Equipment:	**Resources:**
Autoclave indicator tape Autoclave Disposable wrap paper or cloth wrappings Various instruments or glassware, syringes, envelopes, and labels	Manufacturer's instructions

Duty: Preventing Disease Transmission	**Duty No.** A
	Task No. 3

Task: Sterilize packaged supplies and instruments using a steam pressure autoclave to assure usability of the materials.

Achievement Indicators: The learner:	Yes	No
1. Assembled packaged supplies, culture media, instruments or equipment -	____	____
2. Selected supplies which could be safely steam pressure autoclaved -	____	____
3. Loaded packaged materials in prescribed manner -	____	____
4. Manipulated controls on autoclave in prescribed manner to achieve necessary temperature and time interval -	____	____
5. Unloaded items from autoclave -	____	____
6. Checked items for sterility using heat sensitive tape -	____	____
7. Stored items per agency policy -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the manufacturer.

Tools and Equipment:	**Resources:**
Steam sterilizers; linens; sponges; basins; syringes; glassware; suture material; instruments/appliances; gloves; rubber goods; plastic items; wrapping supplies; screen/projector/film; distilled water	Institutional Policy and Procedure Manual Manufacturer's Guidelines

Duty: Preventing Disease Transmission	**Duty No.** A
	Task No. 4

Task: Handle sterile items using a knowledge of microbiology and surgical aseptic technique to maintain sterility.

Achievement Indicators: The learner:	Yes	No
1. Washed hands -	____	____
2. Assembled sterile items -	____	____
3. Manipulated sterile items in prescribed manner to assure that sterility is maintained throughout procedure -	____	____
4. Disposed of any contaminated item(s) in prescribed manner during procedure -	____	____

Criteria: Competence in the task will be recognized when the sterility of items is maintained throughout a procedure according to the guidelines of the training program or office.

Tools and Equipment:	**Resources:**
Sterile packs Sterile supplies Sterile instruments	Institutional Policy and Procedure Manual Sterilization Problems and Techniques - Department of Public Health Technique is Sterility Control - 3M Company

Duty: Preventing Disease Transmission	**Duty No.** A
	Task No. 5

Task: Apply disinfectant using appropriate equipment and chemicals and a knowledge of microbiology and aseptic technique to remove infectious materials from an item or area.

Achievement Indicators: The learner:	Yes	No
1. Washed hands -	____	____
2. Assembled equipment and disinfectant -	____	____
3. Assembled items or identified area disinfected -	____	____
4. Soaked items in disinfectant, swabbed area with disinfectant in prescribed manner -	____	____
5. Cleaned and replaced equipment -	____	____
6. Disposed of all disposable items in appropriate containers -	____	____
7. Placed damaged or broken items in appropriate containers for repair or discarding -	____	____
8. Washed hands -	____	____

Criteria: Competence in the task will be recognized when items or specified area are disinfected according to specifications in a public health code and/or institution and guidelines of the manufacturer of the disinfectant.

Tools and Equipment:	**Resources:**
Different chemical disinfectants Items to be disinfected	Office or Training Program Policy and Procedure Manual

Duty: Preventing Disease Transmission	**Duty No.** A
	Task No. 6

Task: Protect patient and dental team using masks, gloves, fingercots, glasses, drapes, and other safety items to prevent cross contamination.

Achievement indicators: The learner:	Yes	No
1. Assembled safety items -	____	____
2. Chose apparel needed for type of protection needed -	____	____
3. Put on apparel in prescribed manner -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to training program procedure manual.

Tools and Equipment:

Masks
Gloves
Fingercots
Glasses
Drapes
Hair coverings
Gowns
Covers for equipment

Resources:

Training Program Procedure Manual

Duty: Preventing Disease Transmission	**Duty No.** A
	Task No. 7

Task: Sterilize instruments using chemical methods and a knowledge of aseptic technique to destroy pathogenic microorganisms.

Achievement Indicators: The learner:	Yes	No
1. Washed hands before and after procedure -	____	____
2. Asembled equipment/supplies -	____	____
3. Washed and dried instruments to be sterilized -	____	____
4. Soaked or gas-exposed instruments for suggested length of time -	____	____
5. Stored instruments in proper place -	____	____
6. Disposed of solution or gas properly -	____	____
7. Recorded/reported procedure -	____	____

Criteria: Competence in this task will be recognized when the equipment had been chemically sterilized according to manufacturer's literature.

Tools and Equipment:	**Resources:**
Chemical solutions Instruments Gas sterilizer Bard Parker tray	Manufacturer's literature Office Policy/Procedure Book

Duty: Preventing Disease Transmission	**Duty No.** A
	Task No. 8

Task: Sterilize instruments using dry heat and a knowledge of aseptic technique to destroy pathogenic microorganisms.

Achievement Indicators: The learner:	Yes	No
1. Washed hands before and after procedure -	____	____
2. Assembled packaged equipment/supplies -	____	____
3. Utilized proper method of dry heat sterilization according to manufacturer's guidelines/literature and/or institutional policy/procedure book -	____	____
4. Stored equipment/supplies in proper place -	____	____
5. Recorded/reported procedure -	____	____

Criteria: Competence in the task will be recognized when equipment/supplies have been physically sterilized according to manufacturer's literature.

Tools and Equipment:	**Resources:**
Dry heat oven Equipment/supplies to be sterilized	Manufacturer's guidelines/literature Institutional Policy/Procedure Book

Duty: Preventing Disease Transmission	**Duty No.** A
	Task No. 9

Task: Prepare chemical agents using manufacturer's instructions to disinfect items and area.

Achievement Indicators: The learner:	Yes	No
1. Assembled supplies -	____	____
2. Read manufacturer's instructions -	____	____
3. Mixed chemical agents -	____	____
4. Placed agents in appropriate containers for use -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to guidelines of the manufacturer and training program/office procedures manual.

Tools and Equipment:	**Resources:**
Chemical agents Water Containers Bard Parker tray Liquid dispensers	Training program/office procedure manual

Duty: Preventing Disease Transmission	**Duty No.** A
	Task No. 10

Task: Perform aseptic handwashing techniques using appropriate materials to clean hands.

Achievement Indicators: The learner:

	Yes	No
1. Assembled equipment -	____	____
2. Performed handwashing procedure in prescribed manner -	____	____
3. Left handwashing area neat and clean -	____	____

Criteria: Competence in the task will be recognized when hands are cleaned according to the procedures in the training program or institution.

Tools and Equipment:

Liquid soap (preferably dispenser)
Paper towels/dispenser
Wastepaper basket
Sink (foot, knee, or hand control)
Bar soap

Resources:

Duty: Performing Basic Emergency Procedures	**Duty No.** B
	Task No. 1

Task: Apply direct pressure to a wound using appropriate resources to control blood flow from a wound.

Achievement Indicators: The learner:	Yes	No
1. Located source of bleeding -	____	____
2. Elevated bleeding part if possible -	____	____
3. Assembled materials -	____	____
4. Applied pressure directly to wound in prescribed manner -	____	____
5. Maintained pressure -	____	____
6. Used direct pressure with elevation, to control bleeding -	____	____

Criteria: Competence in the task will be recognized when direct pressure is applied to a bleeding wound according to the guidelines of the Red Cross.

Tools and Equipment:	**Resources:**
Mannequin Torso Anatomical wall chart Gauze	American Red Cross Standard First Aid

Teacher Activities	Student Learning Activities
1. Provide resources and references related to this task. 2. Review the anatomy of the circulatory system which may include the following: a. locating on self and torso major arteries and veins b. explaining what arteries supply blood to which areas of the body c. giving the approximate time blood should be controlled by compression of the artery to stop bleeding 3. Explain safety procedures related to this task. 4. Demonstrate compression methods for control of bleeding. 5. Give the students a quiz related to this task and evaluate the results. 6. Evaluate a student's demonstration of the task using the achievement indicators as a guide.	1. Read assigned resources and references on bleeding. 2. Review the anatomy of the circulatory system. 3. Locate and name major arteries and veins on self and torso. 4. Observe a demonstration of compression methods for control of bleeding. 5. Give the students a quiz related to this task and evaluate the results. 6. Evaluate a student's demonstration of the task using the achievement indicators as a guide.

Duty: Performing Basic Emergency Procedures	**Duty No.** B
	Task No. 2

Task: Perform back blows/abdominal thrusts using available resources and models to practice relieving a blocked airway on a patient with a blocked airway.

Achievement Indicators: The learner:	Yes	No
1. Attempted to ventilate victim -	____	____
2. Repositioned head and tried again -	____	____
3. Rolled victim toward rescuer's body -	____	____
4. Delivered four quick back blows between shoulder blades (used heel of hand) -	____	____
5. If object was not dislodged, rolled victim onto their back -	____	____
6. Gave four quick abdominal thrusts -	____	____
7. Checked mouth for object -	____	____
8. Repeated steps 1-7 until ventilation was successful, object was dislodged -	____	____

Criteria: Competence in the task will be recognized when an airway is unblocked according to the procedure of the American Heart Association.

Tools and Equipment:	**Resources:**
Resusci-Annie Resusci-Baby Alcohol wipes/sponges Recording paper	

Duty: Performing Basic Emergency Procedures	**Duty No.** B
	Task No. 3

Task: Perform cardiopulmonary resuscitation using available resources and models to practice reviving a patient in respiratory and/or cardiac arrest.

Achievement Indicators: The learner:	Yes	No
1. Tapped/gently shook victim and shouted to establish unresponsiveness, called for help -	____	____
2. Established patient airway -	____	____
3. Delivered respiratory resuscitation in prescribed manner (mouth-to-mouth, oxygen) -	____	____
4. Checked carotid pulse in adult/child, brachial in infant -	____	____
5. Delivered cardiac massage in prescribed manner -	____	____
6. Maintained life support measures until:		
a. client was revived -	____	____
b. client was declared dead by a physician -	____	____
c. he/she was relieved by one who was equally competent -	____	____
d. he/she reached total exhaustion -	____	____

Criteria: Competence in the task will be recognized when cardiopulmonary resuscitation is performed in a simulated situation according to the procedure of the American Heart Association.

Tools and Equipment:	**Resources:**
Resusci-Annie Resusci-Baby Anatomic Annie Recording Annie Recording paper Disinfectant solution and container	48

Duty: Performing Basic Emergency Procedures	**Duty No.** B
	Task No. 4

Task: Position a faint patient using a knowledge of the nervous and cardiovascular system to revive the patient's full consciousness.

Achievement Indicators: The learner:	Yes	No
1. Observed signs of faintness in a client -	____	____
2. Reclined patient with head lower than legs -	____	____
3. Loosened clothing at neck and waist -	____	____
4. Observed for signs of recovery from faintness -	____	____

Criteria: Competence in the task will be recognized when a faint client is positioned correctly to promote full consciousness in an actual or simulated situation according to the guidelines of the training program, Red Cross, and/or institution.

Tools and Equipment:	**Resources:**
Dental operatory	

Duty: Performing Basic Emergency Procedures	**Duty No.** B
	Task No. 5

Task: Administer spirits of ammonia using an available source to revive a faint patient.

Achievement Indicators: The learner:	Yes	No
1. Observed signs of faintness in a patient -	____	____
2. Obtained spirits of ammonia -	____	____
3. Administered the spirits of ammonia in prescribed manner -	____	____
4. Observed for signs of recovery from faintness -	____	____

Criteria: Competence in the task will be recognized when spirits of ammonia are administered to a faint patient in an actual or simulated situation according to the guidelines of the manufacturer.

Tools and Equipment:	**Resources:**
Ammonia inhalant	

Duty: Performing Basic Emergency Procedures	**Duty No.** B
	Task No. 6

Task: Observe behavior/physical changes using a knowledge of normal behavior appearance of the patient to recognize possible medication overdose.

Achievement Indicators: The learner:

	Yes	No
1. Observed medication plan -	____	____
2. Noted changes in alertness -	____	____
3. Checked for unusual physical appearance -	____	____
4. Immediately notified dentist of observations -	____	____
5. Recorded/reported pertinent observations -	____	____

Criteria: Competence in the task will be recognized when a possible medication overdose has been recognized according to achievement indicators.

Tools and Equipment:	**Resources:**
Chalkboard Chalk Eraser	

Duty: Performing Basic Emergency Procedures	**Duty No.** B
	Task No. 7

Task: Observe for drug allergy reactions using a knowledge of aseptic technique, normal integumentary and respiratory systems to determine untoward reactions in a patient.

Achievement Indicators: The learner:	Yes	No
1. Washed hands before and after procedure -	____	____
2. Identified patient -	____	____
3. Observed early symptoms i.e. sneezing, itching, skin eruptions, hives, erythema, watering eyes, runny nose -	____	____
4. Inquired as to duration of symptoms -	____	____
5. Recorded/reported symptoms -	____	____

Criteria: Competence in the task will be recognized when an allergic response has been recognized in a client according to the achievement indicators.

Tools and Equipment:	**Resources:**
Pictures of allergic responses Chalkboard Chalk Eraser	

Duty: Performing Basic Emergency Procedures	**Duty No.** B
	Task No. 8

Task: Assist in inserting oral airway using a knowledge of respiratory system anatomy and physiology and proper method of oropharyngeal airway insertion to open the airway of a patient with airway difficulty.

Achievement Indicators: The learner:	Yes	No
1. Positioned patient -	____	____
2. Checked for partial or total loss of respiration and unconsciousness -	____	____
3. Assembled supplies -	____	____
4. Assisted in inserting oral airway -	____	____
5. Recorded/reported procedure and any pertinent observations -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to procedure manual.

Tools and Equipment:	**Resources:**
Emergency kit with assorted sizes oropharyngeal airway and S-tubes Mannequin	

Duty: Performing Basic Emergency Procedures	**Duty No.** B
	Task No. 9

Task: Check emergency equipment (oxygen, drug kit, etc.) at regular intervals using a check list to insure equipment readiness for emergency.

Achievement Indicators: The learner:	Yes	No
1. Checked oxygen equipment -	____	____
2. Checked fire extinguisher -	____	____
3. Checked drug kit -	____	____
4. Checked first aid kit -	____	____
5. Recorded initials on equipment schedule -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to manufacturer's guidelines and procedure manual.

Tools and Equipment:	**Resources:**
Checklist	

Duty: Collecting Clinical Data	**Duty No.** C
	Task No. 1

Task: Record obtained patient information (for example: medical history (especially medications and allergies), dental history, chief complaint, and medical laboratory data) using interviews, written questionnaires, medical laboratory reports, knowledge of patient management skills, PDR, ADT and other references to identify patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Obtained medical and dental history -	____	____
2. Identified chief complaint -	____	____
3. Recorded findings accurately in specified location on patient's record -	____	____
4. Wrote data in prescribed manner -	____	____
5. Noted any unusual deviations in prescribed manner -	____	____
6. Placed patient's record in designated area -	____	____
7. Demonstrated good communication skills -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to guidelines in office policy manual.

Tools and Equipment:	**Resources:**
PDR ADT Medical history form Dental histroy form Video recorder Video tape	

Teacher Activities	Student Learning Activities
1. Provide resources and references related to this task. 2. Present a lecture which may include: a. purpose of medical and dental history. b. communications skills c. use of PDR, ADT d. various forms used 3. Demonstrate steps in obtaining patient information. 4. Videotape student's demonstration. 5. Evaluate student's demonstration of the task using achievement indicators as a guide. 6. Administer a quiz related to this task and evaluate results.	1. Read assigned references and resources for this task. 2. Attend a lecture related to this task. 3. Observe a demonstration of this task. 4. Practice this task. 5. Demonstrate this task to the instructor while being videotaped. 6. Evaluate demonstration by viewing videotape. 7. Repeat demonstration if necessary. 8. Demonstrate proficiency on a quiz related to this task.

Duty: Collecting Clinical Data	**Duty No.** C
	Task No. 2

Task: Demonstrate proper patient care techniques for compromised-medical history patients using knowledge to maintain the safety of the patient.

Achievement Indicators: The learner:	Yes	No
1. Identified symptoms of compromised medical history patients:		
a. allergic reactions -	____	____
b. arterial hemmorhage -	____	____
c. asthmatic attack -	____	____
d. capillary hemorrhage -	____	____
e. diabetic coma -	____	____
f. heart attack -	____	____
g. insulin shock -	____	____
h. shock -	____	____
i. syncope -	____	____
j. venous knowledge -	____	____
2. Identified symptoms which should be monitored during dental procedure -	____	____
3. Identified specific complications which require preventive steps or rescheduling -	____	____
4. Reviewed current patient data from medical/dental history -	____	____
5. Identified patient's current symptoms -	____	____
6. Monitored patient's symptoms -	____	____
7. Took appropriate preventive actions -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to guidelines of the American Red Cross and procedure manual.

Tools and Equipment:	**Resources:**
Patient record Patient with complications Dental chair Montoring devices Monitoring	

Duty: Collecting Clinical Data	**Duty No.** C
	Task No. 3

Task: Assess the patient's attitude using knowledge of psychology and communication and dental chart to identify patient's motivation for seeking treatment.

Achievement Indicators: The learner:	Yes	No
1. Assembled patient records -	____	____
2. Seated patient -	____	____
3. Introduced self -	____	____
4. Identified chief complaint -	____	____
5. Asked the patient to review dental history verbally -	____	____
6. Listed to patient -	____	____
7. Identified motivation for seeking treatment -	____	____
8. Recorded motivation -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to policy of the office.

Tools and Equipment:	**Resources:**
Video recorder Video tape	

Duty: Collecting Clinical Data	**Duty No.** C
	Task No. 4

Task: Take vital signs using thermometer, pulse meter, manual pulse reading, spygnomamometer, respiration reading, dental chart and recording device to obtain clinical data in an emergency situation.

Achievement Indicators: The learner:	Yes	No
1. Determined blood pressure -	____	____
2. Determined pulse rate -	____	____
3. Determined temperature -	____	____
4. Determined respiration -	____	____
5. Recorded findings accurately in prescribed manner -	____	____
6. Reported any unusual readings to dental team member immediately -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to procedure manual.

Tools and Equipment:	**Resources:**
Stethoscope Blood pressure cuff Thermometer: oral, electronic Pulse meter Dental chart Tape recorder or pen	60

Duty: Collecting Clinical Data	**Duty No.** C
	Task No. 5

Task: Perform extraoral inspection of patient's general physical condition using observation skills, finger palpatation, dental chart and recording device to note any abnormal characteristics.

Achievement Indicators: The learner:	Yes	No
1. Observed patient's gait, skin color, posture, eyes, breath, and general physical condition -	____	____
2. Seated patient -	____	____
3. Washed gloved hands -	____	____
4. Palpated glands of the neck -	____	____
5. Palpated TMJ -	____	____
6. Recorded findings accurately in prescribed manner -	____	____
7. Noted any unusual findings -	____	____
8. Reported any unusual findings -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to

Tools and Equipment:	**Resources:**
Gloves Lighting Dental unit Dental chart Dental chair	

Duty: Collecting Clinical Data	**Duty No.** C
	Task No. 6

Task: Take intraoral and extraoral photographs using a clinical camera system to identify patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Assembled supplies -	____	____
2. Loaded camera -	____	____
3. Received instructions for area to be photographed -	____	____
4. Washed hands -	____	____
5. Placed lip retractors -	____	____
6. Dried area -	____	____
7. Determined exposure factors -	____	____
8. Exposed photograph -	____	____
9. Recorded exposure factors and film number -	____	____
10. Packaged film for mailing and processing -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the film and camera manufacturer and procedure manual.

Tools and Equipment:	**Resources:**
Camera Film Lip retractors Patient record Chair	

Duty: Collecting Clinical Data	**Duty No.** C
	Task No. 7

Task: Chart patient's oral condition as dictated by dentist using dental chart, knowledge of pathological conditions and normal tooth structure, charting systems, listening skills and recording device to identify patient's current clinical condition.

Achievement Indicators: The learner:	Yes	No
1. Identified patient -	____	____
2. Recorded dictated findings accurately in prescribed manner -	____	____
3. Maintained field of operation -	____	____
4. Noted unusual findings -	____	____
5. Used appropriate form -	____	____
6. Avoided cross-contamination -	____	____
7. Maintained patient comfort and safety -	____	____
8. Placed patient record in designated area -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the supervisor.

Tools and Equipment:	**Resources:**
Dental chart Tape recorder or video recorder Videotape	

Duty: Collecting Clinical Data	**Duty No.** C
	Task No. 8

Task: Record current treatment using dental chart, recording device and office recording method to maintain accurate patient records.

Achievement Indicators: The learner:	Yes	No
1. Assembled correct dental chart -	____	____
2. Recorded current treatment accurately -	____	____
3. Used prescribed recording method -	____	____
4. Used designated form -	____	____
5. Placed completed chart in designated area -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to guidelines in procedure manual and the satisfaction of the supervisor.

Tools and Equipment:	**Resources:**
Dental chart Pen Videotape Video recorder	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 1

Task: Seat a patient using adjustable dental chair, knowledge and proper patient covering to prepare for dental treatment.

Achievement Indicators: The learner:	Yes	No
1. Set-up all necessary instruments and supplies for procedure -	____	____
2. Placed patient's chart out with current records visible -	____	____
3. Placed x-rays (current) on the viewbox -	____	____
4. Double-checked to see that the operatory is immaculate and organized -	____	____
5. Called patient from recention area and led them to the operatory -	____	____
6. Instructed patient to sit down -	____	____
7. Lowered chair arm -	____	____
8. Placed napkin across patient's chest -	____	____
9. Reclined the chair -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
patient's chart x-ray viewbox napkin and chain dental chair	

Teacher Activities	Student Learning Activities
1. Present a lecture on: a. general guidelines when seating dental patients b. parts and functions of the dental chair. c. interpersonal communications. 2. Provide reading materials and handouts. 3. Demonstrate seating and dismissing a patient. 4. Arrange practice groups for this task. 5. Observe student practice, give input. 6. Administer review/work sheets for this procedure. 7. Administer a quiz related to this task. 8. Evaluate a student's demonstration of this task using the achievement indicators as a guide.	1. Complete all assigned readings for this task. 2. Complete lecture notes and work sheets related to this procedure. 3. Practice seating and dismissing a patient. (role play). 4. Demonstrate proficiency on a quiz related to this procedure. 5. Demonstrate this task satisfactorily for an evaluator.

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 2

Task: Reassure patients using principles of patient management to relieve dental apprehension.

Achievement Indicators: The learner:	Yes	No
1. Identified common patient fears and misconceptions -	____	____
2. Demonstrated good communication skills -	____	____
3. Described planned procedure to the patient -	____	____
4. Avoided negative words such as pain, grind, drill, etc. -	____	____
5. Referred to patient's interests and plans as recorded on patient chart from previous visit -	____	____
6. Observed patient carefully for signs of excessive fear or medical complications -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 3

Task: Perform instrument transfer using appropriate grasp to provide efficient four-handed dentistry.

Achievement Indicators: The learner:	Yes	No
1. Listed various instrument grasps/transfers -	____	____
2. Identified instruments according to grasp -	____	____
3. Demonstrated instrument transfer techniques:		
a. modified pen grasp -	____	____
b. palm grasp -	____	____
4. Received instruments in appropriate transfer zone -	____	____
5. Delivered and received instruments simultaneously -	____	____
6. Provided for patient safety and comfort -	____	____
7. Maintained asepsis -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
patient's chart x-ray viewbox napkin and chain dental chair	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 4

Task: Maintain the field of operation using evacuator air/water syringe, appropriate supplies and knowledge to provide operator and assistant visibility.

Achievement Indicators: The learner:	Yes	No
1. Held tip of evacuation instrument with right hand using a pen grasp -	____	____
2. Positioned tip opening parallel to the tooth before operator placed handpiece:		
a. Buccal aspect for left side -	____	____
b. Lingual aspect for right side -	____	____
c. Opposite surface treated for anterior teeth -	____	____
d. Upper edge of tip even with occlusal surface for mandibular teeth -	____	____
e. Lower edge of tip even with occlusal surface for maxillary teeth -	____	____
3. Kept tip as close to tooth as possible, using appropriate stabilization without causing trauma to tissue -	____	____
4. Kept floor of mouth and throat clear of water and debris -	____	____
5. Applied air to required area -	____	____
6. Applied water to required area -	____	____
7. Maintained adequate lighting -	____	____
8. Provided for patient comfort and safety -	____	____
9. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
oral evacuator basic set-up assorted retraction instruments	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 5

Task: Apply topical anesthetic using knowledge and appropriate supplies to prepare for local injection.

Achievement Indicators: The learner:	Yes	No
1. Explained procedure to patient -	____	____
2. Prepared cotton tip applicator with topical anesthetic -	____	____
3. Delivered and received gauze sponge -	____	____
OR		
Located and dried penetration site with sponge -	____	____
4. Delivered and received topical anesthetic -	____	____
OR		
Applied topical anesthetic for time specified by manufacturer -	____	____
5. Discarded used cotton tip applicator and gauze sponge -	____	____
6. If necessary, evacuate saliva from patient's mouth -	____	____
7. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
topical anesthetic gauze cotton-tipped applicator	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 6

Task: Assist the administration of nitrous oxide/oxygen using knowledge and equipment to meet the patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Assembled nitrous oxide/oxygen equipment -	____	____
2. Checked gas levels in master tanks -	____	____
3. Explained procedure to assure patient cooperation -	____	____
4. Assisted with the administration of N_2O -	____	____
5. Avoided cross-contamination -	____	____
6. Provided for patient comfort and safety -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
nitrous-oxide/oxygen equipment procedure tray set-up	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 7

Task: Prepare a local anesthetic tray set-up using knowledge and appropriate supplies and instruments to provide for a local anesthetic procedure.

Achievement Indicators: The learner:	Yes	No
1. Selected all necessary instruments and supplies -	____	____
2. Assembled armamentarium in an orderly and sequential arrangement -	____	____
3. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
anesthesia armamentarium	

Duty: Performing General Chairside Procedures

Duty No. D

Task No. 8

Task: Assist a local anesthetic procedure using knowledge, tray set-up and equipment to meet the patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Assembled tray set-up -	____	____
2. Prepared syringe -	____	____
3. Applied topical anesthetic -	____	____
OR		
Assisted in application of topical anesthetic -	____	____
4. Assisted in administration of local anesthetic -	____	____
5. Avoided cross-contamination -	____	____
6. Provided for patient's safety and comfort -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
local tray set-up evacuation materials	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 9

Task: Prepare an oral examination tray set-up using knowledge and appropriate supplies and instruments to provide for an oral examination procedure.

Achievement Indicators: The learner:	Yes	No
1. Selected all necessary instruments and supolies -	____	____
2. Assembled armamentarium in an orderly and sequential arrangement -	____	____
3. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
oral exam armamentarium	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 10

Task: Assist an oral examination, diagnosis and treatment planning procedure using knowledge, tray set-up and equipment to meet the patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Selected and checked appropriate tray set-up -	____	____
2. Recorded data on patient's chart as dictated by the dentist -	____	____
3. Displayed knowledge of various charting codes and symbols -	____	____
4. Aided with retraction as necessary -	____	____
5. Rinsed and evacuated the mouth as needed -	____	____
6. Maintained field of operation -	____	____
7. Maintained asepsis -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
oral exam set-up red/blue pencil patient's chart	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 11

Task: Prepare a rubber dam tray set-up using knowledge and appropriate supplies and instruments to provide for a rubber dam procedure.

Achievement Indicators: The learner:	Yes	No
1. Selected all necessary instruments and supplies -	____	____
2. Assembled armamentarium in an orderly and sequential arrangement -	____	____
3. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 12

Task: Assist with rubber dam procedure using knowledge and tray set-up to provide isolation.

Achievement Indicators: The learner:	Yes	No
1. Assembled rubber dam instruments and supplies -	____	____
2. Punched appropriate holes in dam -	____	____
3. Prepared dam and clamps for placement -	____	____
4. Explained procedure to patient -	____	____
5. Assisted with rubber dam placement -	____	____
6. Provided for patient comfort and safety -	____	____
7. Assisted with rubber dam removal -	____	____
8. Checked dam for missing rubber -	____	____
9. Inspected patient's mouth -	____	____
10. Rinsed and evacuated thoroughly -	____	____
11. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
Rubber dam tray set-up Oral evacuation supplies	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 13

Task: Prepare an emergency examination tray set-up using knowledge and appropriate supplies and instruments to provide for an emergency examination procedure.

Achievement Indicators: The learner:	Yes	No
1. Selected all necessary instruments and supplies -	____	____
2. Assembled armamentarium in an orderly and sequential arrangement -	____	____
3. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 14

Task: Assist an emergency examination procedure using knowledge, tray set-up and equipment to meet the patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Selected emergency exam tray -	____	____
2. Calmed/reassured patient -	____	____
3. Conversed with patient to try to determine the problem/situation -	____	____
4. Prepared to take an x-ray if necessary -	____	____
5. Assisted in emergency exam -	____	____
6. Recorded data onto chart as dictated by the dentist -	____	____
7. Maintained asepsis -	____	____
8. Provided for patient's comfort and safety -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
emergency exam set-up	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 15

Task: Prepare an anti-cariogenic sealant tray set-up using knowledge and appropriate supplies and instruments to provide for an anti-cariogenic sealant procedure.

Achievement Indicators: The learner:	Yes	No
1. Selected all necessary instruments and supplies -	____	____
2. Assembled armamentarium in an orderly and sequential arrangement -	____	____
3. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
anti-cariogenic armamentarium	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 16

Task: Assist an anti-cariogenic sealant procedure using knowledge, tray set-up and equipment to meet the patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Selected and checked appropriate tray set-up -	____	____
2. Explained procedure to patient -	____	____
3. Assisted in anti-cariogenic placement -	____	____
4. Rinsed and evacuated patient's mouth as necessary -	____	____
5. Maintained field of operation -	____	____
6. Maintained asepsis -	____	____
7. Provided for patient's safety and comfort -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
anti-cariogenic tray set-up evacuation equipment	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 17

Task: Prepare a fluoride application tray set-up using knowledge and appropriate supplies and instruments to provide for a fluoride application procedure.

Achievement Indicators: The learner:	Yes	No
1. Selected all necessary instruments and supplies -	____	____
2. Assembled armamentarium in an orderly and sequential arrangement -	____	____
3. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 18

Task: Assist topical fluoride application using knowledge and tray set-up to provide fluoride benefits.

Achievement Indicators: The learner:	Yes	No
1. Selected and checked appropriate tray set-up -	____	____
2. Explained procedure to patient -	____	____
3. Assisted in topical fluoride application -	____	____
4. Maintained field of operation -	____	____
5. Provided for patient's safety and comfort -	____	____
6. Maintained aseptic technique -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
topical fluoride tray set-up	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 19

Task: Prepare an oral prophylaxis tray set-up using knowledge and appropriate supplies and instruments to provide for an oral prophylaxis procedure.

Achievement Indicators: The learner:	Yes	No
1. Selected all necessary instruments and supplies -	____	____
2. Assembled armamentarium in an orderly and sequential arrangement -	____	____
3. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 20

Task: Assist an oral prophylaxis procedure using knowledge, tray set-up and equipment to meet the patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Selected and checked appropriate tray set-up -	____	____
2. Explained procedure to patient -	____	____
3. Assisted dentist with oral prophylaxis -	____	____
4. Maintained field of operation -	____	____
5. Provided for patient's safety and comfort -	____	____
6. Maintained aseptic technique -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
oral prophylaxis tray set-up	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 21

Task: Prepare a desensitization tray set-up using knowledge and appropriate supplies and instruments to provide for a desensitization procedure.

Achievement Indicators: The learner:	Yes	No
1. Selected all necessary instruments and supplies -	____	____
2. Assembled armamentarium in an orderly and sequential arrangement -	____	____
3. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 22

Task: Assist a tooth desensitization procedure using knowledge, tray set-up and equipment to meet the patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Selected and checked appropriate tray set-up -	_____	_____
2. Explained procedure to patient -	_____	_____
3. Assisted dentist with procedure -	_____	_____
4. Maintained field of operation -	_____	_____
5. Maintained asepsis -	_____	_____
6. Provided for patient's safety and comfort -	_____	_____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
tooth desensitization tray set-up	

Duty: Performing General Chairside Procedures

Duty No. D

Task No. 23

Task: Assist a cavity preparation using knowledge, tray set-up and equipment to meet the patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Selected appropriate tray set-up -	____	____
2. Prepared appropriate handpieces and rotary instruments -	____	____
3. Assisted in administration of required anesthesia -	____	____
4. Delivered and received instruments as necessary -	____	____
5. Maintained field of operation:		
a. lighting -	____	____
b. rinsing -	____	____
c. evacuating -	____	____
d. retraction -	____	____
6. Provided for patient's safety and comfort -	____	____
7. Maintained asepsis -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
appropriate tray set-up handpieces and rotary instruments anesthetic armamentarium	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 24

Task: Exchange rotary instruments using knowledge, related instruments and handpieces to meet the operator's needs.

Achievement Indicators: The learner:	Yes	No
1. Selected appropriate bur changer -	____	____
2. Removed existing rotary instrument from handpiece -	____	____
3. Secured replacement rotary instrument in h.p. -	____	____
4. Maintained asepsis -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
bur changer(s) rotary instruments handpieces and angles	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 25

Task: Prepare an amalgam restoration tray set-up using knowledge and appropriate supplies and instruments to provide for an amalgam restoration procedure.

Achievement Indicators: The learner:	Yes	No
1. Selected all necessary instruments and supplies -	____	____
2. Assembled armamentarium in an orderly and sequential arrangement -	____	____
3. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 26

Task: Assist an amalgam procedure using knowledge, tray set-up and equipment to meet the patient's needs.

Achievement Indicators: The learner:

	Yes	No
1. Selected and checked appropriate tray set-up -	____	____
2. Explained procedure to patient -	____	____
3. Assisted dentist with amalgam procedure -	____	____
4. Maintained field of operation -	____	____
5. Provided for patient's safety and comfort -	____	____
6. Maintained aseptic technique -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
Amalgam set-up	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 27

Task: Prepare a composite restoration tray set-up using knowledge and appropriate supplies and instruments to provide for a composite restoration procedure.

Achievement Indicators: The learner:	Yes	No
1. Selected all necessary instruments and supplies -	____	____
2. Assembled armamentarium in an orderly and sequential arrangement -	____	____
3. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 28

Task: Assist a composite procedure using knowledge, tray set-up and equipment to meet the patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Selected and checked appropriate tray set-up -	____	____
2. Explained procedure to patient -	____	____
3. Assisted dentist with composite procedure -	____	____
4. Maintained field of operation -	____	____
5. Provided for patient's safety and comfort -	____	____
6. Maintained aseptic technique -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
composite set-up	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 29

Task: Hold an anterior matrix using knowledge of proper positioning to contour anterior restoration.

Achievement Indicators: The learner:	Yes	No
1. Selected proper matrix -	____	____
2. Secured matrix in proper position -	____	____
3. Passed matrix to operator.-	____	____
4. Maintained asepsis -	____	____
5. Provided for patient comfort and safety -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
anterior restorative tray set-up	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 30

Task: Prepare a restorative polishing tray set-up using knowledge and appropriate supplies and instruments to provide for a restorative polishing procedure.

Achievement Indicators: The learner:	Yes	No
1. Selected all necessary instruments and supplies -	____	____
2. Assembled armamentarium in an orderly and sequential arrangement -	____	____
3. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**

Duty: Performing General Chairside Procedures

Duty No. D

Task No. 31

Task: Assist a restoration polishing procedure using knowledge, tray set-up and equipment to meet the patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Selected and checked appropriate tray set-up -	____	____
2. Explained procedure to patient -	____	____
3. Assisted dentist with polishing procedure -	____	____
4. Maintained field of operation -	____	____
5. Provided for patient's safety and comfort -	____	____
6. Maintained aseptic technique -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:

polishing set-up

Resources:

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 32

Task: Prepare an orthodontic tray set-up using knowledge and appropriate supplies and instruments to provide for an orthodontic procedure.

Achievement Indicators: The learner:	Yes	No
1. Selected all necessary instruments and supplies -	____	____
2. Assembled armamentarium in an orderly and sequential arrangement -	____	____
3. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 33

Task: Try on orthodontic bands using instruments and knowledge of proper positioning to determine appropriate size.

Achievement Indicators: The learner:	Yes	No
1. Assembled materials -	____	____
2. Selected properly prepared tray set-up -	____	____
3. Selected correctly sized orthodontic band -	____	____
4. Positioned the band on the tooth -	____	____
5. Removed the band -	____	____
6. Placed the band on the holder -	____	____
7. Repeated until all bands have been selected -	____	____
8. Avoided cross-contamination -	____	____
9. Maintain safety and comfort of the patient -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**
Dental operatory	

Duty: Performing General Chairside Procedures | **Duty No.** D | **Task No.** 34

Task: Place orthodontic separators using instruments and knowledge of proper positioning to facilitate banding.

Achievement Indicators: The learner:	Yes	No
1. Identified purpose of separators -	____	____
2. Described procedure to patient -	____	____
3. Assembled materials -	____	____
4. Selected properly prepared tray set-up -	____	____
5. Inserted orthodontic separators -	____	____
6. Maintained patient comfort and safety -	____	____
7. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**
Dental operatory	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 35

Task: Remove orthodontic separators using knowledge, appropriate instruments and techniques to apply bands.

Achievement Indicators: The learner:	Yes	No
1. Identified purpose of separators -	____	____
2. Described procedure to patient -	____	____
3. Assembled materials -	____	____
4. Selected properly prepared tray set-up -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 36

Task: Place orthodontic appliance accessories (elastics, ligatures, archwires) using knowledge and appropriate instruments and techniques to meet the patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Identified purposes of appliance accessories -	____	____
2. Described procedures to patient -	____	____
3. Assembled materials -	____	____
4. Selected properly prepared tray set-up -	____	____
5. Attach accessory as prescribed by dentist -	____	____
6. Maintained patient comfort and safety -	____	____
7. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**
Dental operatory	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 37

Task: Remove orthodontic appliance accessories (elastics, ligatures, archwires) using knowledge and appropriate instruments and techniques to meet the patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Identified purposes of appliance accessories -	____	____
2. Described procedures to patient -	____	____
3. Assembled materials -	____	____
4. Selected properly prepared tray set-up -	____	____
5. Retrieved orthodontic appliance accessories -	____	____
6. Maintained patient comfort and safety -	____	____
7. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**
Dental operatory	

Duty: Performing General Chairside Procedures

Duty No. D

Task No. 38

Task: Provide patient instruction on headgear using knowledge and communication skills to allow independent headgear placement and removal.

Achievement Indicators: The learner:	Yes	No
1. Identified purpose of headgear -	____	____
2. Identified kinds of headgear -	____	____
3. Described procedure to patient -	____	____
4. Instructed patient on placement and removal of headgear -	____	____
5. Checked patient's demonstration of placement and removal of headgear -	____	____
6. Reviewed if necessary -	____	____
7. Demonstrated good communications skills -	____	____
8. Maintained patient safety and comfort -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:

Resources:

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 39

Task: Prepare a basic surgical tray set-up using knowledge and appropriate supplies and instruments to provide for a basic surgical procedure.

Achievement Indicators: The learner:	Yes	No
1. Selected all necessary instruments and supplies -	____	____
2. Assembled armamentarium in an orderly and sequential arrangement -	____	____
3. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 40

Task: Prepare a surgical impaction tray set-up using knowledge and appropriate supplies and instruments to provide for a surgical impaction procedure.

Achievement Indicators: The learner:	Yes	No
1. Selected all necessary instruments and supplies -	____	____
2. Assembled armamentarium in an orderly and sequential arrangements -	____	____
3. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 41

Task: Assist an extraction procedure using knowledge, tray set-up and equipment to meet the patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Selected and checked appropriate tray set-up -	____	____
2. Explained procedure to patient -	____	____
3. Assisted in topical fluoride application -	____	____
4. Maintained field of operation -	____	____
5. Provided for patient's safety and comfort -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
extraction tray set-up	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 42

Task: Prepare a suture removal tray set-up using knowledge and appropriate supplies and instruments to provide for a suture removal procedure.

Achievement Indicators: The learner:	Yes	No
1. Selected all necessary instruments and supplies -	____	____
2. Assembled armamentarium in an orderly and sequential arrangement -	____	____
3. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 43

Task: Assist a suture removal procedure using knowledge, tray set-up and equipment to meet the patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Assembled sterile instruments and materials -	____	____
2. Confirmed the number of sutures placed -	____	____
3. Aspirated and debrided suture site as required -	____	____
4. Cut sutures -	____	____
OR		
Delivered scissors -	____	____
5. Assisted in removing sutures -	____	____
6. Recorded number of sutures removed -	____	____
7. Avoided cross-contamination -	____	____
8. Rinsed and evacuated oral cavity -	____	____
9. Provided for patient's safety and comfort -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
suture removal tray set-up	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 44

Task: Prepare a dry socket tray set-up using knowledge and appropriate supplies and instruments to provide for a dry socket procedure.

Achievement Indicators: The learner:	Yes	No
1. Selected all necessary instruments and supplies -	____	____
2. Assembled armamentarium in an orderly and sequential arrangement -	____	____
3. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 45

Task: Assist a dry socket procedure using knowledge, tray set-up and equipment to meet the patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Selected and checked appropriate tray set-up -	____	____
2. Explained procedure to patient -	____	____
3. Assisted dentist with dry socket preparation -	____	____
4. Maintained field of operation -	____	____
5. Provided for patient's safety and comfort -	____	____
6. Maintained aseptic technique -	____	____
7. Prepared to give post-operative instructions -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
dry socket set-up	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 46

Task: Prepare a periodontic tray set-up using knowledge and appropriate supplies and instruments to provide for a periodontic procedure.

Achievement Indicators: The learner:	Yes	No
1. Selected all necessary instruments and supplies -	____	____
2. Assembled armamentarium in an orderly and sequential arrangement -	____	____
3. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 47

Task: Assist a soft tissue surgery procedure using knowledge, tray set-up and equipment to meet the patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Selected and checked appropriate tray set-up -	____	____
2. Explained procedure to patient -	____	____
3. Maintained field of operation -	____	____
4. Assisted with surgical procedure -	____	____
5. Maintained asepsis -	____	____
6. Provided for patient's safety and comfort -	____	____
7. Performed post-operative clean-up -	____	____
8. Prepared to give post-operative instructions -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
soft tissue surgery tray set-up.	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 48

Task: Prepare a cast restoration preparation tray set-up using knowledge and appropriate supplies and instruments to provide for a cast restoration preparation procedure.

Achievement Indicators: The learner:	Yes	No
1. Selected all necessary instruments and supplies -	____	____
2. Assembled armamentarium in an orderly and sequential arrangement -	____	____
3. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
cast restoration armamentarium	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 49

Task: Assist a crown, inlay or fixed bridge preparation using knowledge, tray set-up and equipment to meet the patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Selected and checked appropriate tray set-up -	_____	_____
2. Prepared appropriate handpieces and rotary instruments -	_____	_____
3. Assisted with anesthesia -	_____	_____
4. Delivered and received instruments as necessary -	_____	_____
5. Maintained field of operation -	_____	_____
6. Prepared materials for secondary impression -	_____	_____
7. Provided for patient's safety and comfort -	_____	_____
8. Maintained asepsis -	_____	_____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
appropriate "prep" tray set-up anesthetic armamentarium	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 50

Task: Prepare an initial/secondary impressions tray set-up using knowledge and appropriate supplies and instruments to provide for an initial/ secondary impressions procedure.

Achievement Indicators: The learner:	Yes	No
1. Selected all necessary instruments and supplies -	____	____
2. Assembled armamentarium in an orderly and sequential arrangement -	____	____
3. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 51

Task: Assist a secondary impression using knowledge, tray set-up and equipment to meet the patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Selected appropriate impression instruments and supplies -	_____	_____
2. Tried impression tray for fit -	_____	_____
3. Prepared impression tray if necessary -	_____	_____
4. Explained procedure to patient -	_____	_____
5. Dispensed impression materials properly -	_____	_____
6. Mixed impression materials properly -	_____	_____
7. Delivered impression materials -	_____	_____
8. Received completed impression materials -	_____	_____
9. Rinsed and evacuated patient's mouth -	_____	_____
10. Maintained field of operation -	_____	_____
11. Provided for patient's safety and comfort -	_____	_____
12. Prepared impression for the laboratory -	_____	_____
13. Maintained asepsis -	_____	_____
14. Cleaned-up impression instruments and supplies -	_____	_____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
Trays Impression materials Evacuation materials	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 52

Task: Take an impression using knowledge and appropriate materials and techniques to make study or opposing models.

Achievement Indicators: The learner:	Yes	No
1. Assembled impression material, equipment and instruments -	____	____
2. Measured impression material accurately -	____	____
3. Fitted impression tray to patient's mouth -	____	____
4. Mixed impression material throughly within time lines -	____	____
5. Loaded impression tray accurately -	____	____
6. Seated impression tray in patient's mouth -	____	____
7. Timed/tested impression for set -	____	____
8. Removed impression from the mouth -	____	____
9. Examined impression for accuracy -	____	____
10. Maintained asepsis -	____	____
11. Rinsed and evacuated patient's mouth as necessary during procedure -	____	____
12. Prepared impression for storage or pour-up -	____	____
13. Cleaned-up all materials -	____	____
14. Provided for patient's safety and comfort -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
impression materials and equipment evacuation materials	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 53

Task: Prepare an occlusal registration tray set-up using knowledge and appropriate supplies and instruments to provide for an occlusal registration procedure.

Achievement Indicators: The learner:	Yes	No
1. Selected all necessary instruments and supplies -	____	____
2. Assembled armamentarium in an orderly and sequential arrangement -	____	____
3. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**

Duty: Performing General Chairside Procedures | **Duty No.** D | **Task No.** 54

Task: Assist in an occlussal registration using the appropriate supplies and instruments to provide an occlusal relationship impression.

Achievement Indicators: The learner:

	Yes	No
1. Selected appropriate impression materials and supplies -	____	____
2. Explained procedure to patient -	____	____
3. Dispensed impression materials properly -	____	____
4. Mixed impression materials -	____	____
5. Delivered impression materials -	____	____
6. Received completed impression -	____	____
7. Rinsed and evacuated patient's mouth -	____	____
8. Provided for patient's safety and comfort -	____	____
9. Maintained asepsis -	____	____
10. Cleaned-up impression instruments and supplies -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed successfully according to the guidelines of the training program.

Tools and Equipment:

Resources:

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 55

Task: Prepare a temporary cement tray set-up using knowledge and appropriate supplies and instruments to provide for a temporary cement procedure.

Achievement Indicators: The learner:	Yes	No
1. Selected all necessary instruments and supplies -	____	____
2. Assembled armamentarium in an orderly and sequential arrangement -	____	____
3. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**

Duty: Performing General Chairside Procedures

Duty No. D

Task No. 56

Task: Assist a temporary cementation using knowledge, tray set-up and equipment to meet the patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Selected appropriate temporary cement and supplies -	____	____
2. Explained procedure to patient -	____	____
3. Assisted with temporary cementation -	____	____
4. Maintained field of operation -	____	____
5. Provided for patient's safety and comfort -	____	____
6. Maintained aseptic technique -	____	____
7. Flossed area to remove excess cement -	____	____
8. Explained home care of temporary restoration -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:

Temporary cement and corresponding materials

Resources:

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 57

Task: Prepare a cast restoration cementation tray set-up using knowledge and appropriate supplies and instruments to provide for a cast restoration cementation procedure.

Achievement Indicators: The learner:	Yes	No
1. Selected all necessary instruments and supplies -	_____	_____
2. Assembled armamentarium in an orderly and sequential arrangement -	_____	_____
3. Avoided cross-contamination -	_____	_____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**

Duty: Performing General Chairside Procedures

Duty No. D

Task No. 58

Task: Assist a permanent cemetation using knowledge, tray set-up and equipment to meet the patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Selected appropriate permanent cement and supplies -	____	____
2. Explained procedure to patient -	____	____
3. Assisted dentist with permanent cementation -	____	____
4. Maintained field of operation -	____	____
5. Provided for patient's safety and comfort -	____	____
6. Maintained aseptic technique -	____	____
7. Flossed area to remove excess cement -	____	____
8. Explained home care of permanent restoration -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:

permanent cement and corresponding materials

Resources:

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 59

Task: Prepare a prosthodontic tray set-up using knowledge and appropriate supplies and instruments to provide for a prosthodontic procedure.

Achievement Indicators: The learner:	Yes	No
1. Selected all necessary instruments and supplies -	____	____
2. Assembled armamentarium in an orderly and sequential arrangement -	____	____
3. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
Anesthesia armamentarium	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 60

Task: Assist a denture or partial prosthetic procedure using knowledge, tray set-up and equipment to meet the patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Selected and checked appropriate tray set-up -	____	____
2. Explained procedure to patient -	____	____
3. Assisted dentist with prosthetic procedure -	____	____
4. Maintained field of operation -	____	____
5. Provided for patient's safety and comfort -	____	____
6. Maintained aseptic technique -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
Topical fluoride tray set-up	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 61

Task: Prepare a periodontal pack tray set-up using knowledge and appropriate supplies and instruments to provide for a periodontal pack procedure.

Achievement Indicators: The learner:	Yes	No
1. Selected all necessary instruments and supplies -	____	____
2. Assembled armamentarium in an orderly and sequential arrangement -	____	____
3. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**

Duty: Performing General Chairside Procedures | **Duty No.** D | **Task No.** 62

Task: Assist a periodontal pack placement using knowledge, tray set-up and equipment to meet the patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Selected and checked appropriate tray set-up -	____	____
2. Explained procedure to patient -	____	____
3. Assisted dentist with periodontal pack -	____	____
4. Maintained field of operation -	____	____
5. Provided for patient's safety and comfort -	____	____
6. Maintained aseptic technique -	____	____
7. Prepared to give post-operative instruction -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:

periodontal pack supplies
perio pack tray set-up

Resources:

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 63

Task: Prepare a root planing and curettage tray set-up using knowledge and appropriate supplies and instruments to provide for a root planing and curettage procedure.

Achievement Indicators: The learner:	Yes	No
1. Selected all necessary instruments and supplies -	____	____
2. Assembled armamentarium in an orderly and sequential arrangement -	____	____
3. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**

Duty: Performing General Chairside Procedures

Duty No. D

Task No. 64

Task: Assist a root planing/curettage procedure using knowledge, tray set-up and equipment to meet the patient's needs.

Achievement Indicators: The learner:

	Yes	No
1. Selected and checked appropriate tray set-up -	____	____
2. Explained procedure to patient -	____	____
3. Assisted dentist during procedure -	____	____
4. Maintained field of operation -	____	____
5. Provided for patient's safety and comfort -	____	____
6. Maintained aseptic technique -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:

topical fluoride tray set-up

Resources:

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 65

Task: Prepare an occlusal equilibration tray set-up using knowledge and appropriate supplies and instruments to provide for an occlusal equilibration procedure.

Achievement Indicators: The learner:	Yes	No
1. Selected all necessary instruments and supplies -	____	____
2. Assembled armamentarium in an orderly and sequential arrangement -	____	____
3. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 66

Task: Assist an occlusal equilibration procedure using knowledge, tray set-up and equipment to meet the patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Selected and checked appropriate tray set-up -	____	____
2. Explained procedure to patient -	____	____
3. Assisted dentist with occlusal equilibration -	____	____
4. Maintained field of operation -	____	____
5. Provided for patient's safety and comfort -	____	____
6. Maintained aseptic technique -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
occlusal equilibration tray tray set-up	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 67

Task: Prepare an endodontic tray set-up using knowledge and appropriate supplies and instruments to provide for an endodontic procedure.

Achievement Indicators: The learner:	Yes	No
1. Selected all necessary instruments and supplies -	____	____
2. Assembled armamentarium in an orderly and sequential arrangement -	____	____
3. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 68

Task: Assist an endodontic procedure using knowledge, tray set-up and equipment to meet the patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Selected and checked appropriate tray set-up -	____	____
2. Explained procedure to patient -	____	____
3. Assisted dentist with procedure -	____	____
4. Maintained field of operation -	____	____
5. Provided for patient's safety and comfort -	____	____
6. Maintained aseptic technique -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
endodontic tray set-up	

Duty: Performing General Chairside Procedures	**Duty No.** D
	Task No. 69

Task: Give post-operative instruction using knowledge and communication skills to inform patients on self-care.

Achievement Indicators: The learner:	Yes	No
1. Presented printed instructions to patient -	_____	_____
2. Reviewed orally each step of printed instructions -	_____	_____
3. Cited purpose and instructions of any medication -	_____	_____
4. Demonstrated application of materials (if needed) -	_____	_____
5. Asked for/answered any patient questions -	_____	_____
6. Provided emergency phone number -	_____	_____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
printed post-operative care materials gauze	

Duty: Instructing Oral Health Management	**Duty No.** E
	Task No. 1

Task: Evaluate patient's diet using their food diary, knowledge of nutrition and nutritional requirements during various stages of life to identify patient's dietary needs.

Achievement Indicators: The learner:	Yes	No
1. Assembled patient's diary and chart -	____	____
2. Reviewed the four basic food groups -	____	____
3. Reviewed the recommended daily allowances -	____	____
4. Determined patient's age and nutritional group -	____	____
5. Evaluated patient's average daily intake (diary) -	____	____
6. Charted patient's deficiencies -	____	____
7. Suggested dietary revisions -	____	____
8. Prepared instructional materials for patient's use -	____	____
9. Documented patient's chart -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
patient's food diary nutrition references patient's chart	

Teacher Activities	Student Learning Activities
1. Present a lecture on: a. the body's daily nutrient needs b. the four basic food groups c. patient motivation techniques 2. Present audiovisual materials relating to this subject. 3. Provide reading materials and handouts. 4. Arrange practice groups to role-play consultations; observe and comment. 5. Administer review worksheets for this task. 6. Administer a quiz relating to this material. 7. Evaluate a student's summary and advice of a patient's diet using the achievement indicators as a guide.	1. Complete assigned readings for this task. 2. Complete lecture notes and worksheets for this task. 3. Complete a "diet diary" and evaluate your own dietary needs. 4. Prepare a poster on the Four Basic Food Groups and demonstrate its use with a patient. 5. Role-play a dietary consultation with other class members. 6. Demonstrate proficiency on a quiz related to this procedure. 7. Demonstrate this task satisfactorily for an evaluator.

Duty: Instructing Oral Health Management	**Duty No.** E
	Task No. 2

Task: Relate diet to dental care using knowledge of oral pathology and health to inform patients on self-care.

Achievement Indicators: The learner:	Yes	No
1. Assembled charts and other teaching aids -	____	____
2. Provided audiovisual aids as necessary -	____	____
3. Presented information on plaque formation and control -	____	____
4. Described the correlation between sugars and dental decay -	____	____
5. Discussed the relationship between one's diet and their dental health -	____	____
6. Asked for/answered patient's questions -	____	____
7. Documented patient's chart -	____	____
8. Demonstrated positive communication skills -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
Instructional aids A-V equipment as needed	

Duty: Instructing Oral Health Management	**Duty No.** E
	Task No. 3

Task: Provide patient with oral health information using demonstrations, models and knowledge of oral physiology and anatomy to promote patient self care.

Achievement Indicators: The learner:	Yes	No
1. Assembled typodonts, toothbrushes, floss, and other demonstration aids -	____	____
2. Described recommended oral cleaning aids -	____	____
3. Described brushing and flossing procedures -	____	____
4. Explained importance of proper oral hygiene -	____	____
5. Demonstrated brushing -	____	____
6. Demonstrate flossing -	____	____
7. Had patient demonstrate techniques properly -	____	____
8. Provided printed material for patients to take home -	____	____
9. Asked for/answered patient's questions -	____	____
10. Maintained asepsis -	____	____
11. Demonstrated positive communication skills -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
typodonts models, charts, teaching aids toothbrush and floss for distribution	

Duty: Instructing Oral Health Management	**Duty No.** E
	Task No. 4

Task: Discuss available dental treatments using models and knowledge of restorative materials and dental anatomy to inform the patient of restorative options.

Achievement Indicators: The learner:	Yes	No
1. Assembled models, examples, charts and other teaching aids -	____	____
2. Explained the importance of preventive and restorative dentistry -	____	____
3. Illustrated various dental treatments -	____	____
4. Discussed various dental treatments -	____	____
5. Discussed individual's options -	____	____
6. Asked for/answered patient's questions -	____	____
7. Provided fee schedule when necessary -	____	____
8. Demonstrated positive communication skills -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
teaching aids patients charts fee schedule	

Duty: Instructing Oral Health Management	**Duty No.** E
	Task No. 5

Task: Relate principle of 1) plaque control 2) tooth structure and anti-cariogenic agents, and 3) diet using knowledge of good oral health to promote patient oral health management.

Achievement Indicators: The learner:	Yes	No
1. Used disclosing agents to identify plaque -	____	____
2. Illustrated tooth anatomy susceptible to dental disease -	____	____
3. Discussed methods of fluoride treatment -	____	____
4. Discussed pit and fissure sealant -	____	____
5. Compared types of sugar in diet to caries activity -	____	____
6. Diagramed interrelationship of 1-5 -	____	____
7. Demonstrated good oral hygiene on self -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to guidelines of training program.

Tools and Equipment:	**Resources:**

Duty: Performing Radiographic Procedures	**Duty No.** F
	Task No. 1

Task: Select radiographic film using knowledge, film and the directions of prescribing dentist to meet the patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Listed various types of x-ray films and their purpose -	_____	_____
2. Reviewed patient's chart to assess radiographic needs -	_____	_____
3. Selected radiographic film for specific need -	_____	_____
4. Maintained asepsis -	_____	_____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
dental x-ray film patient's chart	

Teacher Activities	Student Learning Activities
1. Present a lecture on: a. introduction to dental x-rays b. kinds of dental x-ray film and their functions. 2. Present audiovisual materials related to this task. 3. Review film types and functions. 4. Provide reading materials and handouts. 5. Arrange identification practice. 6. Administer review worksheets for this material. 7. Administer a quiz on this material. 8. Evaluate a student's selection of radiographic film using the achievement indicators as a guide.	1. Complete all assigned readings for this task. 2. Complete lecture notes and worksheets related to this procedure. 3. Practice film identification and classification. 4. Demonstrate proficiency on a quiz related to this material. 5. Identify and classify dental x-ray film satisfactorily for an evaluator.

Duty: Performing Radiographic Procedures	**Duty No.** F
	Task No. 2

Task: Select radiographic accessories using knowledge and accessories to meet the patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Identified various radiographic accessories -	____	____
2. Catergorized radiographic accessories according to function -	____	____
3. Selected radiographic accessory for specific procedure -	____	____
4. Maintained asepsis -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**

Duty: Performing Radiographic Procedures | **Duty No.** F | **Task No.** 4

Task: Expose prescribed periapical film using appropriate film, accessories, intraoral machine, manufacturer's instructions, proper settings and knowledge to prepare a radiograph of diagnostic quality.

Achievement Indicators: The learner:	Yes	No
1. Described a quality periapical radiograph -	____	____
2. Demonstrated proper film holding device -	____	____
3. Prepared film for placement -	____	____
4. Demonstrated proper periapical film placement -	____	____
5. Demonstrated proper cone placement -	____	____
6. Described errors in periapical exposure and their connections -	____	____
7. Demonstrated proper utilization of x-ray equipment -	____	____
8. Set machine at proper exposure time -	____	____
9. Followed x-ray safety measures for both patient and operator -	____	____
10. Explained the procedure to patient -	____	____
11. Exposed periapical x-ray film(s) -	____	____
12. Provided for patient's comfort and safety -	____	____
13. Maintained asepsis -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:

periapical x-ray films
intra-oral x-ray machine
Bite Wing tabs/loops
Lead apron

Resources:

Duty: Performing Radiographic Procedures	**Duty No.** F
	Task No. 3

Task: Expose prescribed bitewing film using appropriate film, accessories, intraoral machine, manufacturer's instructions, proper settings and knowledge to prepare a radiograph of diagnostic quality.

Achievement Indicators: The learner:	Yes	No
1. Described a quality bitewing radiograph -	____	____
2. Attached bitewing tabs/loops if necessary -	____	____
3. Prepared film for placement -	____	____
4. Demonstrated proper bitewing film placement -	____	____
5. Demonstrated proper cone placement -	____	____
6. Described errors in bitewing exposure and their corrections -	____	____
7. Demonstrated proper utilization of x-ray equipment -	____	____
8. Set machine at proper exposure time -	____	____
9. Followed x-ray safety measures for both patient and operator -	____	____
10. Explained procedure to patient -	____	____
11. Exposed bitewing x-ray film(s) -	____	____
12. Provided for patient's comfort and safety -	____	____
13. Maintained asepsis -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
Bitewing x-ray film Intra-oral x-ray machine BW tabs/loops Lead apron	

Duty: Performing Radiographic Procedures | **Duty No.** F | **Task No.** 5

Task: Expose prescribed panoramic film using appropriate film accessories, panoramic machine, manufacturer's instructions, proper settings and knowledge to prepare a radiograph of diagnostic quality.

Achievement Indicators: The learner:	Yes	No
1. Selected panorex film and holder -	____	____
2. Loaded film properly into holder and machine -	____	____
3. Positioned patient appropriately -	____	____
4. Explained procedure to patient -	____	____
5. Asked patient to remove partials, dentures, earrings -	____	____
6. Set machine for appropriate exposure -	____	____
7. Followed x-ray safety measures for both patient and operator -	____	____
8. Exposed panorex film -	____	____
9. Provided for patient's safety and comfort -	____	____
10. Answered patient's questions -	____	____
11. Maintained asepsis -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:

Panorex film and holder
Panorex machine
Lead apron

Resources:

Duty: Performing Radiographic Procedures	**Duty No.** F
	Task No. 6

Task: Expose prescribed occlusal film using appropriate film, accessories, intraoral machine; manufacturer's instructions and knowledge to prepare radiographs of diagnostic quality.

Achievement Indicators: The learner:	Yes	No
1. Selected occlusal x-ray films -	____	____
2. Positioned patient properly -	____	____
3. Explained procedure to patient -	____	____
4. Set machine for appropriate exposure -	____	____
5. Demonstrated film placement -	____	____
6. Demonstrated cone placement -	____	____
7. Followed x-ray safety measures for both patient and operator -	____	____
8. Exposed occlusal film -	____	____
9. Provided for patient's safety and comfort -	____	____
10. Answered patient's questions -	____	____
11. Maintained asepsis -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
Occlusal film x-ray machine	

Duty: Performing Radiographic Procedures

Duty No. F

Task No. 7

Task: Evaluate radiographs for diagnostic value using knowledge of anatomical structures, viewer, and knowledge of errors of exposure and processing to meet the patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Listed criteria of quality radiographs -	____	____
2. Assembled radiographs and viewbox -	____	____
3. Identified anatomical landmarks commonly found on radiographs -	____	____
4. Identified errors in exposure -	____	____
5. Evaluated radiographs for diagnostic quality -	____	____
6. Demonstrated proper handling of radiographs -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:

Resources:

Duty: Performing Radiographic Procedures | **Duty No.** F | **Task No.** 8

Task: Prepare manual radiographic processing solutions using appropriate solutions, knowledge, equipment and manufacturer's instructions to process radiographs of diagnostic quality.

Achievement Indicators: The learner:	Yes	No
1. Assembled all materials and supplies for preparing manual processing solutions -	____	____
2. Read instructions carefully -	____	____
3. Wore safety glasses and lab coat (to protect clothing) -	____	____
4. Prepared solutions as instructed -	____	____
5. Dispensed solutions into appropriate tanks -	____	____
6. Filled water reservoir -	____	____
7. Cleaned-up processing area -	____	____
8. Discarded chemical containers -	____	____
9. Labeled all extra solution(s) in tightly sealed containers and stored appropriately -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**

Duty: Performing Radiographic Procedures	**Duty No.** F
	Task No. 9

Task: Process exposed dental film using manual processing and knowledge to produce radiographs free of processing errors.

Achievement Indicators: The learner:	Yes	No
1. Assembled film rack, timer, thermometer, film mount(s), and other necessary equipment -	____	____
2. Stirred processing solutions -	____	____
3. Checked termperature of processing solutions -	____	____
4. Turned on water to adjust temperature (if necessary) -	____	____
5. Verified processing time on "time temperature" chart -	____	____
6. Labeled rack for identification -	____	____
7. Turned on safelight -	____	____
8. Turned off white light and secured door -	____	____
9. Unwrapped films without touching or scratching film -	____	____
10. Clipped films on processing rack -	____	____
11. Followed steps in processing films accurately -	____	____
12. Rinsed films for at least twenty minutes -	____	____
13. Hung radiographs to dry in dust-free area -	____	____
14. Maintained proper film handling throughout -	____	____
15. Observed safelight procedures throughout -	____	____
16. Labeled mount accurately -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**

Duty: Performing Radiographic Procedures	**Duty No.** F
	Task No. 10

Task: Prepare automatic radiographic processing solutions using appropriate solutions, automatic processor and knowledge of manufacturer's instructions to produce radiographs of diagnostic quality.

Achievement Indicators: The learner:	Yes	No
1. Assembled all materials and supplies for preparing processing solutions -	____	____
2. Read instructions carefully -	____	____
3. Wore safety glasses and lab coat (to protect clothing) -	____	____
4. Prepared solutions as instructed -	____	____
5. Dispensed solutions into appropriate tanks -	____	____
6. Filled water reservoir -	____	____
7. Cleaned up mixing area -	____	____
8. Discarded chemical containers promptly -	____	____
9. Labeled extra solution(s) in tightly sealed containers and stored appropriately -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**

Duty: Performing Radiographic Procedures	**Duty No.** F
	Task No. 11

Task: Process exposed dental films using automatic processor and knowledge of manufacturer's instructions to produce radiographs of diagnostic quality.

Achievement Indicators: The learner:	Yes	No
1. Turned on automatic processing machine -	____	____
2. Unwrapped films within safety zone -	____	____
3. Fed films into machine properly -	____	____
4. Turned off processing machine after all radiographs expelled -	____	____
5. Maintained proper film handling throughout -	____	____
6. Labeled mount accurately -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**

Duty: Performing Radiographic Procedures	**Duty No.** F
	Task No. 12

Task: Mount radiographs using properly labeled appropriate mount, viewer, knowledge of legal aspects of diagnostic records' anatomical landmarks and the dentist's mounting system to prepare radiographs for diagnostic viewing by the dentist.

Achievement Indicators: The learner:	Yes	No
1. Selected proper mount -	____	____
2. Labeled mount with patient's name, number (if applies), date of radiographs, and dentist's name -	____	____
3. Turned on viewbox -	____	____
4. Described anatomical landmarks commonly seen on radiographs -	____	____
5. Categorized radiographs according to anatomy and landmarks -	____	____
6. Arranged radiographs that dots face the same direction -	____	____
7. Mounted films in proper oral arrangement following doctor's routine procedure -	____	____
8. Maintained proper handling throughout -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
x-ray mounts processed x-ray films viewbox pen	

Duty: Performing Radiographic Procedures	**Duty No.** F
	Task No. 13

Task: Perform preventive maintenance on manual radiographic processing equipment using knowledge and supplies to insure functioning of equipment.

Achievement Indicators: The learner:	Yes	No
1. Assembled cleaning chemicals and supplies -	____	____
2. Wore safety glasses, lab coat and rubber gloves -	____	____
3. Mixed cleaning agents as directed -	____	____
4. Emptied water from processing tank -	____	____
5. Emptied developer and fixer from processing vessels -	____	____
6. Applied cleaning chemicals to all surfaces of the tank -	____	____
7. Scrubbed processing vessels to eliminate residue -	____	____
8. Rinsed processing vessels thoroughly -	____	____
9. Stored cleaning solutions in appropriate place -	____	____
10. Wiped up all areas to remove residue and chemicals -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
safety glasses lab coat rubber gloves cleaning agents cleaning sponges and brushes	

Duty: Performing Radiographic Procedures | **Duty No.** F | **Task No.** 14

Task: Perform preventive maintenance on automatic radiographic processing equipment using knowledge and supplies to insure functioning of equipment.

Achievement Indicators: The learner:	Yes	No
1. Assembled cleaning chemicals and supplies -	____	____
2. Wore safety glasses, lab coat and rubber gloves -	____	____
3. Mixed cleaning agents as directed -	____	____
4. Emptied water from processing tank -	____	____
5. Emptied developer and fixer from processing vessels -	____	____
6. Applied cleaning chemicals to all surfaces of the tank -	____	____
7. Scrubbed processing vessels to eliminate residue -	____	____
8. Rinsed processing vessels thoroughly -	____	____
9. Cleansed all rollers gently according to manufacturer's instructions -	____	____
10. Stored cleaning solutions in appropriate place -	____	____
11. Wiped up all areas to remove residue and chemicals -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:

safety glasses
lab coat
rubber gloves
cleaning agents
cleaning sponges and brushes

Resources:

Duty: Performing Radiographic Procedures	**Duty No.** F
	Task No. 15

Task: Practice patient safety measures using knowledge of the principles of radiation protection and health physics and exposure limiting accessories to provide protection from x-ray radiation.

Achievement Indicators: The learner:	Yes	No
1. Listed radiography safety measures for both patient and operator per state agency -	____	____
2. Demonstrated milliamperage, kilovoltage, and impulse regulators -	____	____
3. Demonstrated placement of lead apron -	____	____
4. Selected exposure limiting accessories -	____	____
5. Placed exposure limiting accessories per manufacturer's instructions and office policy manual -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to rules, regulations and instructions.

Tools and Equipment:	**Resources:**
X-ray machine Accessories Lead apron	Radiation rules of Michigan Department of Public Health Manufacturer's instructions.

Duty: Performing Radiographic Procedures	**Duty No.** F
	Task No. 16

Task: Practice operator safety measures using knowledge and exposure limiting accessories to provide protection from x-ray radiation.

Achievement Indicators: The learner:	Yes	No
1. Posted operator safety recommendations per state agency -	____	____
2. Reviewed posted operator safety recommendations -	____	____
3. Checked machine registration -	____	____
4. Reviewed exposure factors per manufacturer's instructions and doctor's requirements -	____	____
5. Wore film badge monitor -	____	____
6. Disinfected radiography area -	____	____
7. Checked tightness of P.I.D. _	____	____
8. Removed self (operator) from scattered radiation area -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to rules, recommendations and instructions.

Tools and Equipment:	**Resources:**
Safety recommendations sheet X-ray machine Dental chair Exposure factors Film badge Disinfectant	Radiation rules-Michigan Department of Public Health Office Policy Manual

Duty: Performing Radiographic Procedures	**Duty No.** F
	Task No. 17

Task: Monitor operator radiation exposure using a film badge (or dosimeter), knowledge, and reading reporting system to prevent excessive radiation exposure.

Achievement Indicators: The learner:	Yes	No
1. Checked expiration date of film badge or dosimeter -	____	____
2. Wore monitor per office policy -	____	____
3. Exchanged badge insert -	____	____
4. Mailed badge inserts with control insert per manufacturer's instructions -	____	____
5. Reviewed reporting system for any exposure -	____	____
6. Posted report of badge system -	____	____
7. Stored past reports in permanent record binder -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to guidelines of the office and the manufacturer's instructions.

Tools and Equipment:	**Resources:**
Film badge Badge report Badge report binder Mailer for badge inserts	Office Policy Manual Manufacturer's instructions

Duty: Performing Radiographic Procedures	**Duty No.** F
	Task No. 18

Task: Inspect the storage of x-ray film using knowledge and controls for temperature, humidity, radiation exposure and inventory to insure availability of useful film.

Achievement Indicators: The learner:

	Yes	No
1. Identified film expiration dates -	____	____
2. Listed criteria for proper x-ray film storage to avoid contamination -	____	____
3. Inspected film storage area according to checklist -	____	____
4. Calculated an inventory sheet on film usage -	____	____
5. Established appropriate x-ray film reorder point -	____	____
6. Disposed of outdated film per office policy manual -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to instructions.

Tools and Equipment:

Storage area (box)
Film package
Storage checklist
Inventory forms

Resources:

Office policy manual
Manufacturer's instructions

Duty: Performing Radiographic Procedures	**Duty No.** F
	Task No. 19

Task: Duplicate dental radiographs using radiographs of diagnostic value, a duplicator, and duplicting film to copy radiographs without additional radiation exposure of the patient.

Achievement Indicators: The learner:	Yes	No
1. Assembled radiographs to be duplicated -	____	____
2. Identified duplicating film qualities that differ from intraoral film according to checklist -	____	____
3. Placed radiographs and filed in proper relationship in duplicator per manufacturer's instruction -	____	____
4. Exposed film -	____	____
5. Processed film -	____	____
6. Labeled radiographs -	____	____
7. Mailed radiographs -	____	____
8. Stored radiographs that were duplicated per office manual -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to instructions and guidelines.

Tools and Equipment:	**Resources:**
Films to be duplicated Duplicating film checklist Duplicating film Processing solutions	

Duty: Performing Laboratory Procedures	**Duty No.** G
	Task No. 1

Task: Complete commercial lab preparation (work order) using appropriate form(s) and patient record to instruct laboratory technician.

Achievement Indicators: The learner:	Yes	No
1. Secured all necessary data from patient's chart -	____	____
2. Filled out work order form with accurate patient information -	____	____
3. Enclosed any necessary casts, shade guides, or impressions -	____	____
4. Wrapped casts carefully to prevent damage -	____	____
5. Consulted dentist for verification and signature -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
patient's chart and records lab prescription booklet	

Teacher Activities	Student Learning Activities
1. Present lectures on: a. the role of a dental laboratory technician b. laboratory work orders c. checklist for form competition. 2. Provide reading materials and handouts. 3. Arrange independent practice activities providing sample work order forms. 4. Administer work sheets for student review. 5. Administer a quiz related to this task. 6. Evaluate a student's demonstration of this task using the achievement indicators as a guide.	1. Complete all assigned readings for this task. 2. Complete lecture notes and work sheets related to this procedure. 3. Complete sample work order forms as directed. 4. Demonstrate proficiency on a quiz related to this material. 5. Demonstrate this task satisfactorily for an evaluator.

Duty: Performing Laboratory Procedures	**Duty No.** G
	Task No. 2

Task: Manipulate dental plaster using apppropriate instruments, equipment and knowledge to make dental casts.

Achievement Indicators: The learner:	Yes	No
1. Assembled instruments and materials -	____	____
2. Measured gypsum and water as specified by manufacturer -	____	____
3. Placed water in mixing bowl -	____	____
4. Added gypsum powder gradually -	____	____
5. Spatulated gypsum and water -	____	____
6. Vibrated gypsum paste as recommended -	____	____
7. Removed impression from humidifier -	____	____
8. Shook off excess water and dried sufficiently -	____	____
9. Added small increment of plaster to one side of impression -	____	____
10. Vibrated gypsum across arch to opposite side -	____	____
11. Continued to add plaster and vibrate as necessary -	____	____
12. Used remaining plaster to form a base on a smooth surface -	____	____
13. Invented cast onto base -	____	____
14. Jiggled cast to adjust orientation -	____	____
15. Checked cast to see that tray is not buried in plaster base -	____	____
16. Cleaned up all materials and work area -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:

rubber bowls
gypsum spatulas
gypsum powder
water
scoop/measuring devices
vibrator

Resources:

Duty: Performing Laboratory Procedures	**Duty No.** G
	Task No. 3

Task: Manipulate dental stone using appropriate instruments, equipment and knowledge to make dental casts.

Achievement Indicators: The learner:	Yes	No
1. Assembled instruments and materials -	____	____
2. Measured gypsum and water as specified by manufacturer -	____	____
3. Placed water in mixing bowl -	____	____
4. Added gypsum powder gradually -	____	____
5. Spatulated gypsum and water -	____	____
6. Vibrated gypsum paste as recommended -	____	____
7. Removed impression from humidifier -	____	____
8. Shook off excess water and dried sufficiently -	____	____
9. Added small increment of stone to one side of impression -	____	____
10. Vibrated gypsum across arch to opposite side -	____	____
11. Continued to add stone and vibrate as necessary -	____	____
12. Used remaining stone to form a base on a smooth surface -	____	____
13. Invented cast onto base -	____	____
14. Jiggled cast to adjust orientation -	____	____
15. Checked cast to see that tray is not buried in stone base -	____	____
16. Cleaned-up all materials and work area -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
rubber bowls gypsum spatulas gypsum powder water scoop/measuring devices vibrator	

Duty: Performing Laboratory Procedures	**Duty No.** G
	Task No. 4

Task: Fabricate a custom acrylic impression tray using knowledge, proper instruments and supplies to take a final impression.

Achievement Indicators: The learner:	Yes	No
1. Set up all necessary equipment and supplies -	____	____
2. Marked tray borders on cast in pencil -	____	____
3. Adapted baseplate wax to cast -	____	____
4. Measured/dispensed acrylic powder and liquid -	____	____
5. Spatulated acrylic as directed -	____	____
6. Moistened hands with water -	____	____
7. Kneaded acrylic until usable -	____	____
8. Formed an oblong patty of acrylic -	____	____
9. Placed patty over waxed portion of cast -	____	____
10. Adapted acrylic as directed -	____	____
11. Maintained an even thickness (of acrylic) throughout -	____	____
12. Re-wet hands as necessary (to prevent sticking) -	____	____
13. Created sufficient handle at anterior of acrylic tray -	____	____
14. Removed tray from cast when set -	____	____
15. Removed wax from tray and discarded -	____	____
16. Trimmed any roughness from tray with dental lathe -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
model baseplate wax pencil acrylic powder and liquid measuring scoop and vial water (in rubber bowl) tongue blade (spatula) paper mixing cup	

Duty: Performing Laboratory Procedures	**Duty No.** G
	Task No. 5

Task: Trim a dental cast using a model trimmer, lab knife and related instruments to establish reference angles.

Achievement Indicators: The learner:	Yes	No
1. Set up all necessary instruments and supplies -	____	____
2. Wore safety glasses while operating rotating equipment -	____	____
3. Turned on model trimmer -	____	____
4. Adjusted water flow for adequate blade cleaning -	____	____
5. Trimmed casts following steps and criteria established -	____	____
6. Maintained model trimming equipment -	____	____
7. Observed safety measures throughout -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
ruler pencil max. and mand. models bite registration model trimmer safety glasses lab knife	

Duty: Performing Laboratory Procedures	**Duty No.** G
	Task No. 6

Task: Finish dental casts using gloss and labeling techniques to preserve as a diagnostic record.

Achievement Indicators: The learner:	Yes	No
1. Selected trimmed casts -	____	____
2. Set-up all instruments and supplies -	____	____
3. Checked casts for holes or voids:		
a. mixed enough gypsum to fill voids -	____	____
b. smoothed gypsum into holes on cast -	____	____
4. Removed excess bumps of gypsum with wax spatula -	____	____
5. Sanded art-portion (bases) of coats until smooth -	____	____
6. Rinsed casts thoroughly -	____	____
7. Glossed casts as directed -	____	____
8. Buffed dry, glossed casts until shiny -	____	____
9. Prepared labels as directed -	____	____
10. Adhered labels to back borders of casts -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
extra-fine sandpaper lab knife ; wax spatula model gloss buffing cloth labels (2) pen gypsum rubber bowl	172

Duty: Performing Laboratory Procedures	**Duty No.** G
	Task No. 7

Task: Clean/polish removable appliances using equipment, cleaning solutions and knowledge to remove accumulated debris.

Achievement Indicators: The learner:	Yes	No
1. Asked patient to remove appliance -	____	____
2. Cleaned appliance in ultrasonic cleaner -	____	____
3. Scrubbed appliance with brush and water to remove debris -	____	____
4. Used rotary instrument (polisher/buffing wheel) and mild abrasive to polish appliance and remove stains -	____	____
5. Wore safety glasses while operating rotary equipment -	____	____
6. Rinsed appliance with water/mouthwash -	____	____
7. Returned appliance to patient for inspection and reinsertion -	____	____
8. Maintained asepsis -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
ultrasonic cleaner appropriate strength cleaning solution pumice or other mild abrasive dental lathe rotary instruments safety glasses mouthwash (optional)	

Duty: Performing Laboratory Procedures	**Duty No.** G
	Task No. 8

Task: Sharpen hand-cutting instruments using knowledge of manual and mechanical methods, appropriate stones, oil and rotary equipment to maintain usefulness of instruments.

Achievement Indicators: The learner:	Yes	No
1. Selected instruments to be sharpened -	____	____
2. Assembled necessary sharpening tools and supplies -	____	____
3. Sharpened instruments according to procedure -	____	____
4. Checked instruments for effectiveness -	____	____
5. Maintained sharpening equipment throughout -	____	____
6. Sterilized instruments -	____	____
7. Replaced instruments in appropriate spot -	____	____
8. Observed safety precautions throughout -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
sharpening store(s) sharpening oil sharpening equipment	

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 1

Task: Assemble the patient records for treatment using the appointment book and record files to provide the dental operators with the treatment plan histories of each patient scheduled.

Achievement Indicators: The learner:	Yes	No
1. Identified patients scheduled for the day -	____	____
2. Retrieved the dental charts of each patient of record scheduled -	____	____
3. Assembled patient forms and envelopes for new patients -	____	____
4. Checked each record for completeness -	____	____
5. Noted any data that was missing -	____	____
6. Checked commercial laboratory returns -	____	____
7. Arranged records according to hour of appointment -	____	____
8. Placed records in designated areas -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to guidelines of the procedure manual and satisfaction of the supervisor.

Tools and Equipment:	**Resources:**
Patient records Appointment book Commercial laboratory schedule	

Teacher Activities	Student Learning Activities
1. Review the contents of patient records. 2. Provide references and resources for this task. 3. Demonstrate steps in this task. 4. Discuss possible problems in completeness of records. 5. Evaluated student's demonstration of the task using the achievement indicators as a guide. 6. Administer a quiz related to this task and evaluate the results.	1. Read assigned references and resources for this task. 2. Observe a demonstration of this task. 3. Attend a lecture/discussion related to this task. 4. Demonstrate the task satisfactorily for the instructor. 5. Demonstrate proficiency on a quiz related to this task.

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 2

Task: Prepare a daily work schedule using the appointment book, data processing or typewriter and proper form to inform the dental team of the day's schedule of patients.

Achievement Indicators: The learner:	Yes	No
1. Identified names of patients -	____	____
2. Recorded patient names and procedures for which they are scheduled -	____	____
3. Used prescribed manner of recording -	____	____
4. Used designated form -	____	____
5. Maintained accuracy, legibility and neatness -	____	____
6. Placed the schedules in designated areas -	____	____
7. Recorded any changes on the schedule throught the day -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to guidelines of the procedure manual and satisfaction of supervisor.

Tools and Equipment:	**Resources:**
Typewriter Forms	

Duty: Performing Office Management Procedures

Duty No. H

Task No. 3

Task: Maintain patient records using data collected in histories, treatment, diagnostic tests and studies and dialogue to keep accurate information concerning patients.

Achievement Indicators: The learner:	Yes	No
1. Received patient records from treatment room personnel -	_____	_____
2. Checked record for completeness -	_____	_____
3. Recorded payment information in prescribed manner -	_____	_____
4. Maintained accuracy, legibility, and neatness -	_____	_____
5. Filed records in prescribed manner -	_____	_____
6. Retrieved records in prescribed manner -	_____	_____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to guidelines of the office.

Tools and Equipment:

Filing cabinet
Filing system

Resources:

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 4

Task: Maintain an active recall system using patient records to inform patients who are to return at recommended intervals.

Achievement Indicators: The learner:	Yes	No
1. Identified purpose for recall system -	____	____
2. Identified each entry on recall card -	____	____
3. Filed recall card under month recall is due according to information on recall card -	____	____
4. Retrieved recall card at the first of the month -	____	____
5. Contacted each recall patient by phone or mail -	____	____
6. Appointed each recall patient -	____	____
7. Placed recall card in appointed patient's record -	____	____
8. Confirmed appointments -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to guidelines of the office.

Tools and Equipment:	**Resources:**
Recall file	

Duty: Performing Office Management Procedures

Duty No. H

Task No. 5

Task: Manage broken/cancelled appointments using appointment book, short notice lists and telephone to make the best use of the dental team's time and the individual patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Identified each entry on the short notice list/card -	____	____
2. Reviewed office policy on broken or cancelled appointments -	____	____
3. Received telephone call from patient cancelling appointment -	____	____
4. Reviewed office policy with patient -	____	____
5. Reappointed if appropriate -	____	____
6. Inspected short notice list comparing time available and times needed -	____	____
7. Contacted short notice patient -	____	____
8. Updated daily schedule -	____	____
9. Retrieved short notice patient record -	____	____
10. Placed record in designated area -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to guidelines of the office.

Tools and Equipment:

Videotape
Video recorder

Resources:

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 6

Task: Maintain appointment control using the appointment book, appointment cards, office appointment schedule, matrix, patient treatment plans to schedule patients according to individual needs.

Achievement Indicators: The learner:	Yes	No
1. Built appointment book notice matrix of hours closed, lunch, opening, operatory assignments, standing activities (staff meetings, etc.) and doctor's work plan -	____	____
2. Scheduled patients by name, treatment and units needed according to the patient's treatment plan -	____	____
3. Identified special scheduling for children and medically-compromised patients -	____	____
4. Identified steps in scheduling multiple appointments -	____	____
5. Identified steps in scheduling multiple appointments with commercial laboratory work requirements -	____	____
6. Completed appointment card after book entry -	____	____
7. Repeated appointment day and time when using telephone -	____	____
8. Recorded appointment day and time on patient treatment plan -	____	____
9. Maintained accuracy, legibility and neatness -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the office guidelines.

Tools and Equipment:	**Resources:**
Telephone	

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 7

Task: Record dental and business supplies dispensed using an inventory list with specified reorder levels to ascertain that expendable suppies are ordered.

Achievement Indicators: The learner:

	Yes	No
1. Identified expendable supplies -	____	____
2. Identified reorder levels -	____	____
3. Recorded supplies available on designed inventory list at prescribed time (daily, weekly, or monthly) -	____	____
4. Noted those supplies which were below reorder level -	____	____
5. Maintained accuracy, legibility and neatness -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to guidelines of the office.

Tools and Equipment:	**Resources:**
Inventory checklist	

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 8

Task: Order dental and business supplies using a supplies dispensing list, a supply catalog file, list of supplies and order forms to ascertain that supplies are available as needed.

Achievement Indicators: The learner:	Yes	No
1. Retrieved inventory checklist -	____	____
2. Identified supplies to be reordered -	____	____
3. Established amount of each supply to be reordered -	____	____
4. Identified supplier per office policy -	____	____
5. Reorder supplies using prescribed method, salesman, order forms, bid, or phone call -	____	____
6. Received supplies -	____	____
7. Checked supplies received with invoice listing -	____	____
8. Identified backorders and incorrect supplies -	____	____
9. Returned incorrect supplies -	____	____
10. Notified doctor of backorders -	____	____
11. Maintained legibility, accuracy, and neatness -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to guidelines of the office.

Tools and Equipment:	**Resources:**
Telephone	

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 9

Task: Rotate supplies using an inventory control system to use oldest supplies first and discard outdated supplies.

Achievement Indicators: The learner:	Yes	No
1. Recorded date received on supplies -	____	____
2. Identified shelf life of supplies -	____	____
3. Placed new supplies behind older supplies -	____	____
4. Discarded outdated supplies per office policy -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to guidelines of the office.

Tools and Equipment:	**Resources:**
Supply storage	

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 10

Task: Manage backorders using available information to ascertain that alternative or needed supplies are available.

Achievement Indicators: The learner:	Yes	No
1. Identified backordered supplies -	____	____
2. Notified dentist of backorders -	____	____
3. Identified alternative supplies -	____	____
4. Contacted alternate supplier -	____	____
5. Reordered alternative or needed supplies -	____	____
6. Received supplies -	____	____
7. Checked supplies with invoice list -	____	____
8. Maintained accuracy, legibility and neatness -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to guidelines of the office.

Tools and Equipment:	**Resources:**
Telephone	

Duty: Performing Office Management Procedures	**Duty No.** F
	Task No. 11

Task: Perform preventive maintenance on business and dental equipment using manufacturer's instructions to maintain the equipment in safe operating condition.

Achievement Indicators: The learner:	Yes	No
1. Identified business and dental equipment -	____	____
2. Maintained file of manufacturer's instructions on equipment -	____	____
3. Prepared preventive maintenance schedule for equipment -	____	____
4. Performed preventive maintenance required -	____	____
5. Recorded maintenance done, date and initials -	____	____
6. Maintained accuracy, legibility and neatness -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to guidelines of office manual.

Tools and Equipment:	**Resources:**
Typewriter Phone Computer Adding machine Calculator Dental unit Evacuator Chairs Lights	

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 12

Task: Prepare for equipment malfunctions using an equipment file of manufacturer's instructions, service contracts, guarantees, and names of repairmen and suppliers to implement appropriate procedures.

Achievement Indicators: The learner:

	Yes	No
1. Identified office and dental equipment -	____	____
2. Established a file of manufacturer's instructions, service contracts, guarantees, repairmen and suppliers -	____	____
3. Identified the repairman, service contract and instructions needed in the case of an equipment malfunction -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the supervisor.

Tools and Equipment:	**Resources:**
Filing equipment	

Duty: Performing Office Management Procedures

Duty No. H

Task No. 13

Task: Maintain security of drug supply using locked container and inventory list to meet state and federal regulations.

Achievement Indicators: The learner:

	Yes	No
1. Identified classifications of controlled drugs -	____	____
2. Identified appropriate licenses -	____	____
3. Inspected the locked security container for controlled drugs -	____	____
4. Recorded the dispensing of controlled drugs on the inventory list -	____	____
5. Checked the controlled drugs against the inventory list at prescribed intervals -	____	____
6. Reported any discrepancies -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the supervisor and the office policy.

Tools and Equipment:

Resources:

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 14

Task: Maintain accounts receivable using data processing or calculator, pegboard or daily log system to record office income.

Achievement Indicators: The learner:	Yes	No
1. Demonstrated use of calculator data processing equipment -	____	____
2. Assembled materials -	____	____
3. Recorded patient's name, treatment and fee -	____	____
4. Received payments -	____	____
5. Recorded payment and method of payment -	____	____
6. Issued a receipt -	____	____
7. Balanced the daysheet -	____	____
8. Posted the fees and payments to the patient's ledger card -	____	____
9. Stamped checks -	____	____
10. Balanced cash and checks at prescribed intervals -	____	____
11. Calculated total accounts receivable at prescribed intervals -	____	____
12. Balanced ledger cards with total accounts receivable at prescribed intervals -	____	____
13. Maintained accuracy, legibility and neatness -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the office policy manual.

Tools and Equipment:	**Resources:**

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 15

Task: Maintain accounts payable using data processing or calculator and appropriate forms to record office expenditures.

Achievement Indicators: The learner:	Yes	No
1. Demonstrated the use of the calculator or data processing equipment -	____	____
2. Posted payments from check register to prescribed accounts on designated forms -	____	____
3. Calculated totals of accounts at prescribed intervals -	____	____
4. Maintained accuracy, legibility and neatness -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to satisfaction of the patient.

Tools and Equipment:	**Resources:**

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 16

Task: Analyze office financial reports using monthly, quarterly, yearly, comparative age accounts receivable and overhead records to monitor the financial aspects of the dental practice.

Achievement Indicators: The learner:	Yes	No
1. Identified the entry items on the monthly, quarterly, comparative age accounts receivable and overhead records -	____	____
2. Prepared the records -	____	____
3. Compared the records with each other and past years -	____	____
4. Reported unusual entries -	____	____
5. Maintained accuracy, legibility and neatness -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 17

Task: Prepare bank deposits using data processing or calculator, appropriate forms to place office income in a financial institution.

Achievement Indicators: The learner:

	Yes	No
1. Assembled materials -	____	____
2. Identified entry blanks on bank deposit form -	____	____
3. Entered date, cash amount, currency amount and individual checks on form -	____	____
4. Calculated the total deposit -	____	____
5. Presented the form and funds at the designated institution -	____	____
6. Received deposit verification in the prescribed manner -	____	____
7. Entered deposited amount in checkbook, if appropriate -	____	____
8. Maintained legibility, accuracy and neatness -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 18

Task: Write checks using accounts payable system and checkbook to pay office bills.

Achievement Indicators: The learner:	Yes	No
1. Identified the office bills to be paid -	____	____
2. Identified the parts of a check -	____	____
3. Entered the correct information in the checkbook register -	____	____
4. Wrote the check -	____	____
5. Entered the date, amount and check number on the office bill -	____	____
6. Mailed the check and bill identification to the suppliers -	____	____
7. Maintained accuracy, legibility and neatness -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 19

Task: Reconcile bank statement using checkbook register, bank statements, cancelled checks and data processing or calculator to monitor office bank account.

Achievement Indicators: The learner:	Yes	No
1. Assembled materials -	____	____
2. Deducted any bank service charge from the check register -	____	____
3. Identified outstanding checks -	____	____
4. Identified deposits not credited -	____	____
5. Entered amounts in correct blanks on form -	____	____
6. Calculated bank balance -	____	____
7. Checked bank balance with check register balance -	____	____
8. Reconciled any differences in balances -	____	____
9. Maintained accuracy, legibility and neatness -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 20

Task: Manage petty cash fund using petty cash slips, cash summary and petty cash checks to keep accurate account of the funds.

Achievement Indicators: The learner:	Yes	No
1. Identified the uses of petty cash -	____	____
2. Identified the petty cash total -	____	____
3. Calculated the petty cash summary -	____	____
4. Recorded the petty cash slip items -	____	____
5. Wrote a petty cash check to reestablish the petty cash total -	____	____
6. Maintained accuracy, legibility and neatness -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 21

Task: Verify invoices for materials received using invoices, packing slips, statements, and accounts payable system to monitor office expenditures.

Achievement Indicators: The learner:	Yes	No
1. Retrieved invoices and packing slips from file -	____	____
2. Received statement from supplier -	____	____
3. Cross-checked statement items with invoices -	____	____
4. Reported any incorrect items to the supplier -	____	____
5. Placed the correct statement in the file to be paid -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 22

Task: Prepare payroll using payroll records, checkbook, personnel files, employee tax records, employment records and withholding schedules to pay dental staff.

Achievement Indicators: The learner:	Yes	No
1. Assembled materials -	____	____
2. Identified federal and state withholding forms and schedules -	____	____
3. Identified gross pay and number of dependents for each office member -	____	____
4. Found the appropriate federal and state deductions for each office member -	____	____
5. Calculated the net pay -	____	____
6. Entered the correct information in the payroll records and in the check register -	____	____
7. Wrote the checks -	____	____
8. Calculated the federal deposit -	____	____
9. Deposited the designated funds -	____	____
10. Filed the deposit slip for the quarterly report -	____	____
11. Maintained accuracy, legibility and neatness -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 23

Task: Explain fee charges to a patient as directed by the dentist using office fee structure, estimates and patient treatment plan to clarify information.

Achievement Indicators: The learner:	Yes	No
1. Identified the fees of the office per office manual -	____	____
2. Identified the basis of the fees -	____	____
3. Assembled the necessary materials -	____	____
4. Reviewed with the patient the treatment plan agreed upon between the patient and the dentist -	____	____
5. Reviewed with the patient the written estimate of fees -	____	____
6. Answered questions -	____	____
7. Listened to the patient -	____	____
8. Referred any conflicts to the dentist -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 24

Task: Arrange financial agreements with patients using office payment plans, truth-in-lending forms, estimates, and patient treatment plans to insure fewest collection problems.

Achievement Indicators: The learner:	Yes	No
1. Assembled materials -	____	____
2. Reviewed estimates -	____	____
3. Described offfice payment plans available per office manual -	____	____
4. Recorded patients' choice of payment plan -	____	____
5. Completed truth-in-lending form -	____	____
6. Developed payment scheduled -	____	____
7. Presented payment schedule to patient -	____	____
8. Filed copy of payment schedule in patient's record -	____	____
9. Maintained accuracy, legibility and neatness -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 25

Task: Issue receipts using receipt book, data processing system or pegboard system to insure proper credit for patient's payment.

Achievement Indicators: The learner:	Yes	No
1. Assembled materials -	____	____
2. Received payment -	____	____
3. Identified blanks on receipt form -	____	____
4. Established previous balance -	____	____
5. Calculated current balance -	____	____
6. Presented receipt to patient -	____	____
7. Recorded payment on daysheet -	____	____
8. Maintained accuracy, legibility and neatness -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**

Duty: Performing Office Mangement Procedures	**Duty No.** H
	Task No. 26

Task: Prepare patient statements using proper forms, copier and/or data processing system to aid in the collection of dental fees.

Achievement Indicators: The learner:	Yes	No
1. Assembled materials -	____	____
2. Duplicated patient ledger card on designated statement form at prescribed intervals -	____	____
3. Mailed statement -	____	____
4. Maintained accuracy, legibility and neatness -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 27

Task: Explain insurance coverage to patient/family using insurance company instructions and patient's insurance form to clarify patient's understanding.

Achievement Indicators: The learner:	Yes	No
1. Identified insurance terms -	____	____
2. Reviewed insurance company's instructions -	____	____
3. Reviewed the patient's insurance form -	____	____
4. Described the patient/company relationship -	____	____
5. Referred the patient to insurance agent for specific policy coverage -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**

Duty: Performing Office Management Procedures

Duty No. H

Task No. 28

Task: Submit prepared third party carrier claims using carrier forms, ADA codes and patient record to obtain payment for patient's treatment.

Achievement Indicators: The learner:	Yes	No
1. Assembled materials -	____	____
2. Received insurance (three party payment) form -	____	____
3. Reviewed patient information and signatures -	____	____
4. Completed patient treatment information codes and dentist's section -	____	____
5. Listed company, amount and amount on monitoring system -	____	____
6. Submitted designated copies to the company -	____	____
7. Filed dentist's copy in patient's record -	____	____
8. Received payment -	____	____
9. Removed amount from monitoring system -	____	____
10. Maintained accuracy, legibility and neatness -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:

Typewriter
Calculator

Resources:

Duty: Performing Office Managment Procedures	**Duty No.** H
	Task No. 29

Task: Follow-up unpaid, lost and/or rejected third party claims using third party claim monitoring system to obtain payment for patient's treatment.

Achievement Indicators: The learner:	Yes	No
1. Assembled materials -	____	____
2. Reviewed monitoring system for unpaid, lost or rejected claims -	____	____
3. Retrieved dentist's copy of claim -	____	____
4. Contacted insurance company for explanation -	____	____
5. Provided additional information -	____	____
6. Contacted patient for additional information or forms -	____	____
7. Resubmitted claims -	____	____
8. Recorded on monitoring system -	____	____
9. Maintained accuracy, legibility and neatness -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 30

Task: Demonstrate effective and courteous telephone procedures using various telephone systems (multi-line, phone answering equipment, and inter-office communication) to communicate with patients and staff.

Achievement Indicators: The learner:	Yes	No
1. Reviewed manufacturer's instructions of telephone system -	____	____
2. Demonstrated:		
a. call transferring -	____	____
b. hold -	____	____
c. call forwarding -	____	____
3. Recorded a message on the phone answering equipment -	____	____
4. Operated the playback -	____	____
5. Described effective telephone procedures -	____	____
6. Contacted patient by phone -	____	____
7. Used courteous techniques correctly -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**
Video tape Video recorder	

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 31

Task: Prepare correspondence using effective principles of written communication, typewriter, stationery, rough draft of letter, other incidental supplies and/or word processing system and printer to contact patients and business persons by mail.

Achievement Indicators: The learner:	Yes	No
1. Assembled materials -	____	____
2. Read rough draft of letter -	____	____
3. Made corrections as necessary -	____	____
4. Typed letter -	____	____
5. Proofread copy -	____	____
6. Prepared envelope -	____	____
7. Gave letter to dentist for signature -	____	____
8. Mailed letter -	____	____
9. Filed copy -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 32

Task: Maintain the office environment using humidity, temperature, lighting, noise, odor, ventilation controls and safety hazard check list to protect patients and staff.

Achievement Indicators: The learner:	Yes	No
1. Identified comfort zone settings for environmental controls -	____	____
2. Identified controls for quick ventilation -	____	____
3. Monitored office for excessive noise -	____	____
4. Recorded safety hazard on office checklist -	____	____
5. Implemented correction of safety hazards -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**
Office safety checklist	

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 33

Task: Initiate referral procedures for the patient as directed using telephone and appropriate forms to aid the patient.

Achievement Indicators: The learner:	Yes	No
1. Reviewed referral procedures and dentists for referral -	____	____
2. Received referral recommendation from dentist -	____	____
3. Contacted referral office by phone with consent of the patient -	____	____
4. Scheduled appointment giving designated patient information -	____	____
5. Presented patient with referral slip and directions to the referral office -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 34

Task: Manage the dental office using an appropriate management style, goal setting, and office procedure manual to achieve dental team/office goals.

Achievement Indicators: The learner:	Yes	No
1. Generated goals of office in staff meeting -	____	____
2. Distributed written goals -	____	____
3. Identified team styles of staff -	____	____
4. Identified tasks to meet goals -	____	____
5. Initiated tasks -	____	____
6. Evaluated tasks and goals accomplished -	____	____
7. Celebrated goals accomplished -	____	____
8. Initiated new tasks -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 35

Task: Interview prospective personnel using appropriate forms and good public relations techniques to make recommendations to the dentist.

Achievement Indicators: The learner:	Yes	No
1. Reviewed job description, qualifications, salary and benefits opening -	____	____
2. Reviewed written application letter and resume -	____	____
3. Identified several questions to be asked of each prospective employee -	____	____
4. Contacted interviewees for appointments -	____	____
5. Interviewed applicants -	____	____
6. Recorded answers and observations on appropriate forms -	____	____
7. Demonstrated knowledge of good communications -	____	____
8. Thanked applicants -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**
Telephone Video tape Video recorder	

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 36

Task: Recommend the hiring of prospective personnel using effective evaluation techniques and notes and forms from interview to fill staff openings.

Achievement Indicators: The learner:	Yes	No
1. Reviewed job description, qualifications needed, salary and benefits -	____	____
2. Reviewed notes and forms from interview -	____	____
3. Summarized findings -	____	____
4. Evaluated choices -	____	____
5. Made recommendations for hiring of applicant -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 37

Task: Supervise auxiliary staff using an effective management style, goal list and job descriptions to meet dental office goals.

Achievement Indicators: The learner:	Yes	No
1. Reviewed job descriptions, qualifications needed, salary and benefits -	____	____
2. Identified team styles -	____	____
3. Demonstrated good communication skills -	____	____
4. Identified problems (not people) -	____	____
5. Sought possible solutions -	____	____
6. Implemented solution -	____	____
7. Evaluated solution -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 38

Task: Identify the legal significance of patient records using knowledge of local, state and federal laws to protect the patient and the dental team.

Achievement Indicators: The learner:	Yes	No
1. Reviewed good recordkeeping -	____	____
2. Maintained copies of correspondence, radiographs and referral -	____	____
3. Stored outdated records safely -	____	____
4. Compiled references to state, local and federal laws -	____	____
5. Avoided promising patients outstanding results -	____	____
6. Avoided prescribing and diagnosing -	____	____
7. Avoided admission against interest -	____	____
8. Noted unusual events and dentist's recommendations -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 39

Task: Implement precautions in lending records to another dental office using the office policy manual to protect the patient and the dental team:

Achievement Indicators: The learner:	Yes	No
1. Reviewed lending guidelines in policy manual -	____	____
2. Reviewed legal significance and ownership of patient clinical records -	____	____
3. Reviewed duty to patient to hold in confidence patient information -	____	____
4. Consulted with dentist and policy manual in lending records -	____	____
5. Recorded on patient chart any records leaving the office -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 40

Task: Complete administrative forms for patients or staff using appropriate forms in case of accident to record incidents.

Achievement Indicators: The learner:	Yes	No
1. Assembled materials -	____	____
2. Reviewed personal notes of incident -	____	____
3. Filled in all appropriate blanks -	____	____
4. Presented blank forms to other staff members to complete -	____	____
5. Filed forms for future reference -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 41

Task: Update procedure manual for the office using procedure manual, revised forms, directions from doctor and/or staff to reflect currect office practice.

Achievement Indicators: The learner:	Yes	No
1. Reviewed procedure manual -	____	____
2. Collected personal notes, staff comments, and direction from dentist -	____	____
3. Summarized recommendations -	____	____
4. Revised manual to reflect current practice -	____	____
5. Replaced outdated forms with current forms -	____	____
6. Presented revisions at staff meeting -	____	____
7. Incorporated staff recommendations -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 42

Task: Compile a list of the responsibilities and/or obligations of the dentist and patients in the dentist-patient relationship using knowledge and information to prevent lawsuits against dental personnel.

Achievement Indicators: The learner:	Yes	No
1. Identified responsibilities/duties of the dentist to his/her patients -	____	____
2. Identified duties of the patient to the dentist -	____	____
3. Identified responsibilities of the staff to the doctor and to the patients -	____	____
4. Reviewed most frequent causes of lawsuits -	____	____
5. Recorded responsibilities -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 43

Task: Obtain the patient's consent for routine and emergency office dental care using appropriate forms to protect patient and dental team.

Achievement Indicators: The learner:	Yes	No
1. Reviewed valid consent -	____	____
2. Informed patient concerning dental care -	____	____
3. Presented consent forms to each patient or patient's parent/guardian -	____	____
4. Witnessed signature on consent form -	____	____
5. Dated the consent form -	____	____
6. Filed the consent form in the patient record -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the procedure manual.

Tools and Equipment:	**Resources:**

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 44

Task: Demonstrate the staff procedures in possible legal cases using the office procedure manual and legal precautions to protect the patient and the dental personnel.

Achievement Indicators: The learner:	Yes	No
1. Reviewed common causes of legal action -	_____	_____
2. Identified admission against interest -	_____	_____
3. Reviewed good recordkeeping -	_____	_____
4. Practiced emergency situations -	_____	_____
5. Practiced steps taken in possible legal cases -	_____	_____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 45

Task: Determine the legal aspects of the role of dental assistant and registered dental assistant using the State Dental Practice Act and the federal regulations pertaining to area such as safety, labor, radiation and equal opportunity to protect the patient and oneself.

Achievement Indicators: The learner:	Yes	No
1. Read the State Dental Practice Act, safety, labor, radiation, and equal opportunity acts -	____	____
2. Identified legal aspects of the role of dental assistant and registered dental assistant -	____	____
3. Compiled a list of the legal aspects of numbers 1 (one) and 2 (two) above -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the procedure manual.

Tools and Equipment:	**Resources:**

Duty: Performing Office Management Procedures	**Duty No.** H
	Task No. 46

Task: File patient, business and personnel records using an appropriate filing system to insure efficient retrieval.

Achievement Indicators: The learner:	Yes	No
1. Determined purpose for filing -	____	____
2. Identified materials to be filed -	____	____
3. Identified methods of filing -	____	____
4. Indexed materials -	____	____
5. Sorted items -	____	____
6. Filed items according to office procedures -	____	____
7. Retrieved items from a list -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the procedure manual.

Tools and Equipment:	**Resources:**

Duty: Performing Expanded Functions (Registered Dental Assistant)	**Duty No.** I
	Task No. 1

Task: Place a rubber dam using appropriate knowledge, armamentarium and skill to isolate prescribed teeth with limited soft tissue trauma.

Achievement Indicators: The learner:	Yes	No
1. Assembled needed supplies and equipment -	____	____
2. Selected properly prepared tray set-up -	____	____
3. Received order from dentist to place rubber dam on correctly identified patient -	____	____
4. Described procedure to the patient -	____	____
5. Punched holes properly -	____	____
6. Legated clamp -	____	____
7. Placed clamp -	____	____
8. Placed rubber dam -	____	____
9. Inverted rubber dam -	____	____
10. Minimized soft tissue trauma -	____	____
11. Maintained patient comfort and safety -	____	____
12. Isolated prescribed area -	____	____
13. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the supervisor.

Tools and Equipment:	**Resources:**
Dental unit Light Chair Air/water syringe Evacuator Mannequin	

Teacher Activities	Student Learning Activities
1. Provide references and resources related to this task.	1. Read assigned references and resources for this task.
2. Present movie of this task.	2. View a movie on this task.
3. Demonstrate this task on a mannequin.	3. Observe a demonstration of this task on a mannequin.
4. Evaluate student's demonstration.	4. Complete self-test on this task.
5. Demonstrate this task on a patient with dentist present.	5. Demonstrate the task on a mannequin satisfactorily.
6. Administer a quiz related to this task and evaluate results.	6. Observe a demonstration of this task on a patient with dentist present.
	7. Demonstrate this task on a patient satisfactorily with dentist present.
	8. Demonstrate proficiency on a quiz related to this task.

Duty: Performing Expanded Functions (Registered Dental Assistant)	**Duty No.** I
	Task No. 2

Task: Remove a rubber dam using appropriate knowledge, armamentarium and skill to assure complete recovery of rubber dam.

Achievement Indicators: The learner:	Yes	No
1. Assembled equipment and supplies -	____	____
2. Selected properly prepared tray set-up -	____	____
3. Removed clamp -	____	____
4. Removed rubber dam -	____	____
5. Inspected rubber dam for missing pieces -	____	____
6. Retrieved missing pieces -	____	____
7. Inspected for tissue trauma -	____	____
8. Maintained patient safety and comfort -	____	____
9. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to rules pertaining to the Michigan Registered Dental Assistant.

Tools and Equipment:	**Resources:**
Chair Light Unit Patient with rubber dam Evacuator Air/water syringe	

Duty: Performing Expanded Functions (Registered Dental Assistant)	**Duty No.** I
	Task No. 3

Task: Remove a nonmetallic temporary filling using appropriate knowledge, armamentarium and skill to meet the needs of the patient.

Achievement Indicators: The learner:

	Yes	No
1. Assembled needed supplies and equipment -	____	____
2. Selected properly prepared tray set-up -	____	____
3. Received order from dentist to remove temporary on correctly identified patient -	____	____
4. Removed temporary -	____	____
5. Maintained patient safety and comfort -	____	____
6. Avoided cross-contamination -	____	____
7. Limited trauma to the tooth -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to satisfaction of the dentist.

Tools and Equipment:	**Resources:**
Dental operatory	

Duty: Performing Expanded Functions (Registered Dental Assistant)	**Duty No.** I
	Task No. 4

Task: Apply topical fluoride using knowledge, appropriate solution or gel, armamentarium, manufacturer's instructions and skill to insure maximum anti-cariogenic protection.

Achievement Indicators: The learner:	Yes	No
1. Assembled supplies and equipment -	____	____
2. Selected properly prepared tray set-up -	____	____
3. Received order from the dentist to apply fluoride on correctly identified patient -	____	____
4. Selected appropriate solution or gel and appropriate accessories -	____	____
5. Described procedure to patient -	____	____
6. Dried teeth -	____	____
7. Applied fluoride according to manufacturer's instructions-	____	____
8. Timed the procedure -	____	____
9. Removed accessories and escess fluoride -	____	____
10. Advised the patient on precautions -	____	____
11. Avoided cross-contamination -	____	____
12. Maintained patient comfort and safety -	____	____
13. Limited soft tissue trauma -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist and the law.

Tools and Equipment:	**Resources:**
Dental operatory	

Duty: Performing Expanded Functions (Registered Dental Assistant)	**Duty No.** I
	Task No. 5

Task: Chart the oral cavity using a mouth mirror, knowledge of normal landmarks, soft tissue color and shape, tooth morphology, office method for charting obvious lesions, existing restorations and missing teeth, a dental chart, colored pencils and air/water syringe to prepare an accurate record of the patient's oral condition.

Achievement Indicators: The learner:	Yes	No
1. Assembled materials -	____	____
2. Selected properly prepared tray set-up -	____	____
3. Identified unusual and abnormal areas in soft tissue and hard tissue -	____	____
4. Identified obvious lesions, existing restorations, and missing teeth -	____	____
5. Recorded findings -	____	____
6. Maintained patient safety and comfort -	____	____
7. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**
Dental operatory	

Duty: Performing Expanded Functions (Registered Dental Assistant)	**Duty No.** I
	Task No. 6

Task: Inspect orthodontic bands using knowledge, skill, mouth mirror and an explorer to identify loose bands.

Achievement Indicators: The learner:	Yes	No
1. Assembled materials -	____	____
2. Selected properly prepared tray set-up -	____	____
3. Checked orthodontic bands for tightness -	____	____
4. Recorded findings -	____	____
5. Reported loose bands -	____	____
6. Maintained patient comfort and safety -	____	____
7. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**
Dental operatory	

Duty: Performing Expanded Functions (Registered Dental Assistant)	**Duty No.** I
	Task No. 7

Task: Size temporary band and crowns using measuring device, knowledge, skill, mouth mirror, explorer and cotton forceps to find bands and crowns that fit.

Achievement Indicators: The learner:	Yes	No
1. Assembled materials -	____	____
2. Selected properly prepared tray set-up -	____	____
3. Measured tooth with measuring device -	____	____
4. Selected correct temporary band or crown -	____	____
5. Tried on the selected band or crown -	____	____
6. Recorded findings -	____	____
7. Maintained patient comfort and safety -	____	____
8. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**
Dental operatory	

Duty: Performing Expanded Functions (Registered Dental Assistant)	**Duty No.** I
	Task No. 8

Task: Cement temporary crowns and bands using appropriate cement, appropriate armamentarium, knowledge and skill to reestablish function on prepared tooth/teeth.

Achievement Indicators: The learner:	Yes	No
1. Assembled materials -	____	____
2. Selected properly prepared tray set-up -	____	____
3. Assisted dentist in checking the patient -	____	____
4. Cemented properly sized, trimmed, occluded, and contoured crown or band -	____	____
5. Removed excess cement -	____	____
6. Inspected occlusion and contacts for correctness -	____	____
7. Removed if necessary -	____	____
8. Repeated 4-6 if necessary -	____	____
9. Assisted dentist in checking the crown or band -	____	____
10. Avoided cross-contamination -	____	____
11. Maintained patient safety and comfort -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**
Dental operatory	

Duty: Performing Expanded Functions (Registered Dental Assistant)	**Duty No.** I
	Task No. 9

Task: Remove temporary crowns and bands using appropriate armamentarium, knowledge and skill to expose the prepared tooth safely.

Achievement Indicators: The learner:	Yes	No
1. Assembled materials -	____	____
2. Selected properly prepared tray set-up -	____	____
3. Assisted dentist in checking the patient -	____	____
4. Removed temporary crown or band -	____	____
5. Removed remaining cement -	____	____
6. Inspected occlusion and contacts for correctness -	____	____
7. Removed if necessary -	____	____
8. Repeated 4-6 if necessary -	____	____
9. Assisted dentist in checking the crown or band -	____	____
10. Avoided cross-contamination -	____	____
11. Maintained patient safety and comfort -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the dentist.

Tools and Equipment:	**Resources:**
Dental operatory	

Duty: Performing Expanded Functions (Registered Dental Assistant)	**Duty No.** I
	Task No. 10

Task: Remove excess cement from coronal surfaces using proper instrumentation and knowledge to reestablish natural tooth contour.

Achievement Indicators: The learner:	Yes	No
1. Identified areas needing attention -	____	____
2. Selected appropriate instruments for cement removal -	____	____
3. Removed excess cement from coronal surfaces -	____	____
4. Maintained asepsis -	____	____
5. Rinsed or evacuated patient's mouth -	____	____
6. Provided for patient's safety and comfort -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the guidelines of the training program.

Tools and Equipment:	**Resources:**
cementation set-up evacuation materials	

Duty: Performing Expanded Functions (Registered Dental Assitant)	**Duty No.** I
	Task No. 11

Task: Remove sutures using appropriate knowledge, armamentarium and skill to meet needs of the patient.

Achievement Indicators: The learner:	Yes	No
1. Selected appropriate tray set-up -	____	____
2. Listed potential complications -	____	____
3. Described the healing process and characteristics of healing gingiva -	____	____
4. Checked healing -	____	____
5. Cut sutures -	____	____
6. Removed sutures -	____	____
7. Avoided injury to patient -	____	____
8. Avoided cross contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the office manual.

Tools and Equipment:	**Resources:**
	234

Duty: Performing Expanded Functions (Registered Dental Assistant)	**Duty No.** I
	Task No. 12

Task: Place periodontal packing using appropriate armamentarium, skill and knowledge to meet the patient's needs.

Achievement Indicators: The learner:

	Yes	No
1. Selected appropriate tray set-up and supplies -	____	____
2. Described periodontal surgery -	____	____
3. Identified purpose of periodontal packing -	____	____
4. Listed errors in mixing and placing packing -	____	____
5. Mixed packing properly -	____	____
6. Placed packing properly -	____	____
7. Avoided injury to the patient -	____	____
8. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the office manual.

Tools and Equipment:	**Resources:**

Duty: Performing Expanded Functions (Registered Dental Assistant)	**Duty No.** I
	Task No. 13

Task: Placed pit and fissure sealant using appropriate armamentarium, skill and knowledge to meet the patient's needs.

Achievement Indicators: The learner:	Yes	No
1. Selected appropriate tray set-up -	____	____
2. Listed care of equipment using with pit and fissure sealant -	____	____
3. Identified purposes and errors in use and mixing of sealants -	____	____
4. Mixed sealant properly -	____	____
5. Placed sealant properly -	____	____
6. Cured sealant properly -	____	____
7. Avoided injury to the patient -	____	____
8. Avoided cross-contamination -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the office manual.

Tools and Equipment:	**Resources:**

Duty: Using Employability Skills	**Duty No.** J
	Task No. 1

Task: Compile an occupational profile using reference materials to determine the characteristics, requirements, and employment outlook of an occupation.

Achievement Indicators:	The learner:	Yes	No
1.	Described:		
	a. main job duties -	____	____
	b. places of employment -	____	____
	c. physical demands -	____	____
	d. working (environmental) conditions -	____	____
	e. educational requirements -	____	____
	f. wage and fringe benefit information -	____	____
	g. local, regional and national employment outlook -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the supervisor.

Tools and Equipment:	**Resources:**

Teacher Activities	Student Learning Activities
1. Prepare a lecture which may include: a. job descriptions b. surveying the salary range in community c. identifying value systems d. methods for requesting salary increases. 2. Provide references and resources related to this skill. 3. Demonstrate this task. 4. Video-tape student's demonstration. 5. Evaluate student's demonstration. 6. Administer a quiz related to this task and evaluate the results.	1. Read assigned references and resources for this task. 2. Attend a lecture/discussion related to this task. 3. Observe a demonstration of this task. 4. Demonstrate this task satisfactorily for the instructor. 5. View the videotape of your demonstration of this task. 6. Demonstrate proficiency on a quiz related to this task.

Duty: Using Employability Skills	**Duty No.** J
	Task No. 2

Task: Analyze a career ladder using available resources to identify the opportunities for advancement that exist within the occupation.

Achievement Indicators: The learner:	Yes	No
1. Described the career ladder associated with the appropriate occupational area:		
a. Listed jobs, entry through advanced levels -	____	____
b. Gave examples of tasks that employees in the occupation are required to perform -	____	____
c. Identified tools/equipment that employees in the occupation use -	____	____
d. Made reference to the relationship of the job(s) to data, people, things -	____	____
e. Made reference to education and/or on-the-job training needed to attain career mobility -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the supervisor.

Tools and Equipment:	**Resources:**

Duty: Using Employability Skills	**Duty No.** J
	Task No. 3

Task: Perform a job search using information to identify employment opportunities.

Achievement Indicators: The learner:	Yes	No
1. Determined geographic boundaries for job search -	____	____
2. Listed types of potential places of employment -	____	____
3. Developed a list of prime sources of information concerning opportunities for employment--advertised and unadvertised -	____	____
4. Gathered information about advertised and unadvertised job openings -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the satisfaction of the supervisor.

Tools and Equipment:	**Resources:**

Duty: Using Employability Skills	**Duty No.** J
	Task No. 4

Task: Investigate non-wage job characteristics using available resources to identify significant job factors.

Achievement Indicators: The learner:	Yes	No
1. Listed and described:		
a. union affiliation -	____	____
b. apprenticeship opportunities -	____	____
c. occupational hazards -	____	____
d. shift requirements -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the supervisor.

Tools and Equipment:	**Resources:**

Duty: Using Employability Skills | **Duty No.** J | **Task No.** 5

Task: Compile a list of personal attributes using knowledge and information to determine career alternatives.

Achievement Indicators: The learner:

	Yes	No
1. Listed skills and support classes -	____	____
2. Listed out-of-class activities -	____	____
3. Described skills and competency attainment -	____	____
4. Developed a statement about work ability and dependability -	____	____
5. Developed a statement about ability to get along with others -	____	____
6. Developed a statement about co-op or other work experience -	____	____
7. Compared personal data with information about a job, further training, or other career options -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the satisfaction of the supervisor.

Tools and Equipment:

-

Resources:

Duty: Using Employability Skills	**Duty No.** J
	Task No. 6

Task: Prepare a resume using personal information to apply for a job.

Achievement Indicators: The learner:

	Yes	No
1. Listed name, address, and telephone number -	____	____
2. Identified job goal -	____	____
3. Identified greatest strength -	____	____
4. Described job-related experiences -	____	____
5. Provided education information -	____	____
6. Listed references -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the satisfaction of the supervisor.

Tools and Equipment:	**Resources:**

Duty: Using Employability Skills	**Duty No.** J
	Task No. 7

Task: Write a letter of application using personal notes to apply for a job.

Achievement Indicators: The learner:	Yes	No
1. Started the letter with a one-sentence paragraph -	____	____
2. Described greatest job strengths in paragraph two -	____	____
3. Identified job goal in paragraph three -	____	____
4. Asked for a personal interview in paragraph four -	____	____
5. Included closing paragraph -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the satisfaction of the supervisor.

Tools and Equipment:	**Resources:**

Duty: Using Employability Skills	**Duty No.** J
	Task No. 8

Task: Contact an employer using a telephone to follow-up on a job application.

Achievement Indicators: The leaner:

	Yes	No
1. Greeted receptionist -	____	____
2. Identified self and reason for phone call -	____	____
3. Asked to speak to appropriate person -	____	____
4. Arranged, if necessary, a time to call back -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the satisfaction of the supervisor.

Tools and Equipment:	**Resources:**

Duty: Using Employability Skills	**Duty No.** J
	Task No. 9

Task: Complete a social security form using information to apply for a social security number.

Achievement Indicators: The learner:	Yes	No
1. Followed instructions -	____	____
2. Filled in each space correctly -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the satisfaction of the supervisor.

Tools and Equipment:	**Resources:**

Duty: Using Employability Skills	**Duty No.** J
	Task No. 10

Task: Complete a job application using personal notes to apply for employment.

Achievement Indicators:

The learner:	Yes	No
1. Filled in each space, where applicable, with the correct information -	____	____
2. Used a pen or typewriter to fill in application information -	____	____
3. Filled out the application neatly -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the satisfaction of the supervisor.

Tools and Equipment:	**Resources:**

Duty: Using Employability Skills	**Duty No.** J
	Task No. 11

Task: Interview for a job using communication skills to secure employment.

Achievement Indicators: The learner:	Yes	No
1. Demonstrated appropriate characteristics for job applicants including:		
a. attire -	____	____
b. grooming -	____	____
c. conduct during the interview -	____	____
2. Demonstrated interviewing techniques correctly -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the satisfaction of the supervisor.

Tools and Equipment:	**Resources:**

Duty: Using Employability Skills	**Duty No.** J
	Task No. 12

Task: Develop a personal job values chart using references to identify acceptable job offers.

Achievement Indicators: The learner:	Yes	No
1. Listed personal job values -	____	____
2. Rated each job value -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the satisfaction of the supervisor.

Tools and Equipment:	**Resources:**

Duty: Using Employability Skills	**Duty No.** J
	Task No. 13

Task: Demonstrate appropriate dress using a knowledge of job requirements to comply with standards of on-the-job attire and grooming.

Achievement Indicators: The learner:	Yes	No
1. Described and/or dressed in the attire of the appropriate occupational area, including:		
a. grooming -	____	____
b. health and safety equipment -	____	____
c. uniforms -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the satisfaction of the supervisor.

Tools and Equipment:	**Resources:**

Duty: Using Employability Skills	**Duty No.** J
	Task No. 14

Task: Contact the employment interviewer using a telephone to accept/reject a job.

Achievement Indicators: The learner:	Yes	No
1. Spoke with interviewer who offered the job -	____	____
2. Identified self -	____	____
3. Accepted offer, if applicable -	____	____
4. Found out starting date and time, if appropriate -	____	____
5. Rejected offer courteously and politely, if applicable -	____	____
6. Gave reason for rejection, if applicable -	____	____
7. Concluded conversation correctly -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the satisfaction of the supervisor.

Tools and Equipment:	**Resources:**

Duty: Usfng Employability Skills	**Duty No.** J
	Task No. 15

Task: Complete forms using information to withhold city, state, and federal taxes.

Achievement Indicators: The learner:	Yes	No
1. Completed city tax form correctly -	____	____
2. Completed state tax form correctly -	____	____
3. Completed federal tax form correctly -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the satisfaction of the supervisor.

Tools and Equipment:	**Resources:**

Duty: Using Employability Skills	**Duty No.** J
	Task No. 16

Task: Demonstrate interpersonal skills using a knowledge of communication to achieve successful relationships with others.

Achievement Indicators: The learner:	Yes	No
1. Faced person squarely -	____	____
2. Leaned slightly forward, if seated -	____	____
3. Maintained eye contact -	____	____
4. Reflected content of conversation -	____	____
5. Identified cause for conflict, if applicable -	____	____
6. Identified possible action to relieve conflict, if applicable -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the satisfaction of the supervisor.

Tools and Equipment:	**Resources:**

Duty: Using Employability Skills	**Duty No.** J
	Task No. 17

Task: Perform a continuing education program search using available resources to identify opportunities for retraining, skills upgrading, and career advancement.

Achievement Indicators: The learner:

	Yes	No
1. Described types and sources of continuing education programs for an occupation -	____	____
2. Related information to career ladder alternatives -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the satisfaction of the supervisor.

Tools and Equipment:	**Resources:**

Duty: Using Employability Skills	**Duty No.** J
	Task No. 18

Task: Describe job resignation/dismissal practice using knowledge to identify positive methods for terminating an employment situation.

Achievement Indicators: The learner:	Yes	No
1. Described practices for resigning from a job:		
a. gave two weeks to a months notice -	____	____
b. specified a positive reason for leaving the employment situation -	____	____
2. Described practices for job dismissal (laid off, released):		
a. asked the employer for a letter of reference if laid off -	____	____
b. talked with the employer to discover what the problem was, if released -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are performed according to the satisfaction of the supervisor.

Tools and Equipment:	**Resources:**

Duty: Using Employability Skills

Duty No. J

Task No. 19

Task: Describe salary increase request using knowledge to identify positive methods for increasing wages.

Achievement Indicators: The learner:

		Yes	No
1.	Identified current salary -	____	____
2.	Identified current job description -	____	____
3.	Researched salary range of the employment field in the community -	____	____
4.	Identified supervisor's value system -	____	____
5.	Made an appointment with supervisor -	____	____
6.	Outlined contribution to job, length of service, level of skill, length of training, team work attributes and employment goals -	____	____
7.	Identified salary increase needed -	____	____
8.	Identified options other than salary increase -	____	____
9.	Thanked the supervisor for listening -	____	____
10.	Items 6-9 may be written -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the instructor.

Tools and Equipment:

Video recorder
Videotape

Resources:

Duty: Using Employability Skills	**Duty No.** J
	Task No. 20

Task: Prepare a self-evaluation using personal notes to apply for job advancement.

Achievement Indicators: The learner:	Yes	No
1. Identified current job role and job description -	____	____
2. Completed prescribed job evaluation form -	____	____
3. Made an appointment with supervisor for job re-evaluation -	____	____
4. Presented self-evaluation -	____	____
5. Listened to supervisor's evaluation -	____	____
6. Thanked supervisor -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the satisfaction of the instructor.

Tools and Equipment:	**Resources:**

Duty: Using Employability Skills	**Duty No.** J
	Task No. 21

Task: Acquire information on professional dental organizations using available resources to identify the history and ethical standards of the profession.

Achievement Indicators: The learner:	Yes	No
1. Identified resources -	____	____
2. Listed profession dental organizations -	____	____
3. Described history of dental health team -	____	____
4. Listed ethical standard -	____	____
5. Demonstrated ethical standards (i.e., convention attendance, volunteer service, student membership, personal attitude) -	____	____

Criteria: Competence in the task will be recognized when the achievement indicators are successfully performed according to the codes of ethics and training manual.

Tools and Equipment:	**Resources:**

TOOL AND EQUIPMENT LIST

Under $300

Bunsen burner
Bard/Parker tray
Spatulas
Impression trays
Safety glasses
Glass slabs
Operator stool
Assistant stool
Lead apron
View box
X-ray processing racks
X-ray safety light
X-ray timers
Vibrators
Articulator
Slides (microscopic)
Incubator
First-Aid kit (with blanket)
Syringe/carpule warmer
Pulptester
Dental lathe
Digital thermometer
Pulse meter
Fire extinguisher
Lab knives
Rubber bowls
Hand mirrors
Typodents

Over $300

Autoclave/driclave
Gasclave/chemiclave
Glass bead sterilizer
Ultra-sonic cleaner
Telephone

Over $300 (continued)

Automatic x-ray processing equipment
Manual x-ray processing equipment
Hydrocolloid unit and trays
Evacuator system
Amalgamator
*Intra-oral x-ray machine
*Panoramic x-ray machine
Dental unit
Lab benches
Lab chairs
Laboratory lighting
Dental light
Dental chair
Dental mobile cabinet
Tray set-ups for all procedures
Typewriter
Data processing - computer
Air compressor
*Handpieces
Calculator
Model trimmer
Oxygen unit
Dental emergency kit
Mobile blood pressure armamentarium
Whip-mixer
Clinical camera
*Cavitron
Spot welder
*Nitrous oxide equipment
Tape recorder
Copy machine
Continuous monitoring (vital signs) unit
Demonstration models (i.e., crown/bridge typodont; chair-mounted)

TOOL AND EQUIPMENT LIST (continued)

Over $300 (continued)

Mechanical instrument sharpener

Microscope

*Electro-surgery unit

*Visible light curing system for anterior restorations

Audio-visual patient education system

X-ray duplicator

Laboratory engine

Dxttr (Dental x-ray teaching and training replica)

Skull

Resusci - Annie

Resusci - Baby

* See State Laws for Dept. of Public Health and Board of Dentistry

STUDENT ACHIEVEMENT RECORD

DENTAL CLUSTER

STUDENT _____

INSTRUCTIONS:

Mark each student's level of competence according to the following guide:

LEVEL	GUIDE
1	Student has been exposed to task
2	Task accomplished with assistance
3	Task accomplished to criteria by student
4	Ability to teach or demonstrate the task to others

TASK	LEVEL	DATE
A. PREVENTING DISEASE TRANSMISSION		
1. Clean instruments.		
2. Package clean equipment, instruments and supplies.		
3. Sterilize packaged supplies and instruments.		
4. Handle sterile items.		
5. Apply disinfectant.		
6. Protect patient and dental team.		
7. Sterilize instruments, using chemical methods to destroy pathogenic micro-organisms.		
8. Sterilize instruments using dry heat to destroy pathogenic micro-organisms.		
9. Prepare chemical agents.		
10. Perform aseptic handwashing techniques.		

TASK	LEVEL	DATE
D. PERFORMING GENERAL CHAIRSIDE PROCEDURES (cont.)		
9. Prepare an oral examination tray set-up.		
10. Assist an oral examination.		
11. Prepare a rubber dam procedure.		
12. Assist with rubber dam procedure.		
13. Prepare an emergency examination tray set-up.		
14. Assist an emergency examination procedure.		
15. Prepare an anti-cariogenic sealant tray set-up.		
16. Assist an anti-cariogenic sealant procedure.		
17. Prepare a fluoride application tray set-up.		
18. Assist a topical fluoride application.		
19. Prepare an oral prophylaxis tray set-up.		
20. Assist an oral prophylaxis procedure.		
21. Prepare a desensitization tray set-up.		
22. Assist a tooth desensitization procedure.		
23. Assist a cavity preparation.		
24. Exchange rotary instruments.		
25. Prepare an amalgam restoration tray set-up.		
26. Assist an amalgam procedure.		
27. Prepare a composite restoration tray set-up.		
28. Assist a composite procedure.		
29. Hold an anterior matrix.		
30. Prepare a restorative polishing tray set-up.		
31. Assist a restoration polishing procedure.		
32. Prepare an orthodontic tray set-up.		
33. Try on orthodontic bands.		
34. Place orthodontic separators.		
35. Remove orthodontic separators.		
36. Place orthodontic appliance accessories.		
37. Remove orthodontic appliance accessories.		
38. Provide patient instruction on headgear.		
39. Prepare a basic surgical tray set-up.		
40. Prepare a surgical impaction tray set-up.		
41. Assist an extraction procedure.		

TASK	LEVEL	DATE
D. PERFORMING GENERAL CHAIRSIDE PROCEDURES (cont.)		
42. Prepare a suture removal tray set-up.		
43. Assist a suture removal procedure.		
44. Prepare a dry socket tray set-up.		
45. Assist a dry socket procedure.		
46. Prepare a periodontic tray set-up.		
47. Assist a soft tissue surgery procedure.		
48. Prepare a cast restoration preparation tray set-up.		
49. Assist a crown, inlay or fixed bridge preparation.		
50. Prepare an initial/secondary impression.		
51. Assist a secondary impression.		
52. Take an impression.		
53. Prepare an occlusal registration tray set-up.		
54. Assist in an occlusal registration.		
55. Prepare a temporary cement tray set-up.		
56. Assist a temporary cementation.		
57. Prepare a cast restoration cementation.		
58. Assist a permanent cementation.		
59. Prepare a prosthodontic tray set-up.		
60. Assist a denture or partial prosthetic procedure.		
61. Prepare a periodontal pack tray set-up.		
62. Assist a periodontal pack placement.		
63. Prepare a root planing and curettage tray set-up.		
64. Assist a root planing/curettage procedure.		
65. Prepare an occlusal equilibration tray set-up.		
66. Assist an occlusal equilibration procedure.		
67. Prepare an endodontic tray set-up.		
68. Assist an endodontic procedure.		
69. Give post-operative instruction.		

TASK	LEVEL	DATE
E. INSTRUCTION ORAL HEALTH MANAGEMENT		
1. Evaluate patient's diet.		
2. Relate diet to dental care.		
3. Provide patient with oral health information.		
4. Discuss available dental treatments.		
5. Relate principles of 1) plaque control, 2) tooth structure and cariogenic agents 3) diet.		
F. PERFORMING RADIOGRAPHIC PROCEDURES		
1. Select radiographic film.		
2. Select radiographic accessories.		
3. Expose prescribed bitewing film.		
4. Expose prescribed periapical film.		
5. Expose prescribed panoramic film.		
6. Expose prescribed occlusal film.		
7. Evaluate radiographs for diagnostic value.		
8. Prepare manual radiographic processing solutions.		
9. Process exposed dental radiograph.		
10. Process exposed dental radiograph.		
11. Process exposed dental films.		
12. Mount radiographs.		
13. Perform preventive maintenance on manual radiographic processing equipment.		
14. Perform preventive maintenance on automatic radiographic processing equipment.		
15. Practice patient safety measures.		
16. Practice operator safety measures.		
17. Monitor operator radiation exposure.		
18. Inspect the storage of x-ray film.		
19. Duplicate dental radiographs.		
G. PERFORMING LABORATORY PROCEDURES		
1. Complete commercial lab prescription (work order).		
2. Manipulate dental plaster.		

TASK	LEVEL	DATE
B. PERFORMING BASIC EMERGENCY PROCEDURES		
1. Apply direct pressure to wound.		
2. Perform back blows/abdominal thrusts.		
3. Perform cardiopulmonary resuscitation.		
4. Position a faint patient.		
5. Administer spirits of ammonia.		
6. Observe behavior/physical changes.		
7. Observe for drug allergy reactions.		
8. Assist in inserting oral airway.		
9. Check emergency equipment (oxygen, drug kit, etc.) at regular intervals.		
C. COLLECTING CLINICAL DATA		
1. Record obtained patient information.		
2. Demonstrate proper patient care techniques for comprised-medical history patients.		
3. Assess the patient's attitude.		
4. Take vital signs.		
5. Perform extraoral inspection of patient's general physical condition.		
6. Take intraoral and extraoral photographs.		
7. Chart patient's oral conditions as dictated by dentist.		
8. Record current treatment.		
D. PERFORMING GENERAL CHAIRSIDE PROCEDURES		
1. Seat a patient.		
2. Reassure patients.		
3. Perform instrument transfer.		
4. Maintain the field of operation.		
5. Apply topical anesthetic.		
6. Assist the administration of nitous oxide/oxygen.		
7. Prepare a local anesthetic tray set-up.		
8. Assist a local anesthetic procedure.		

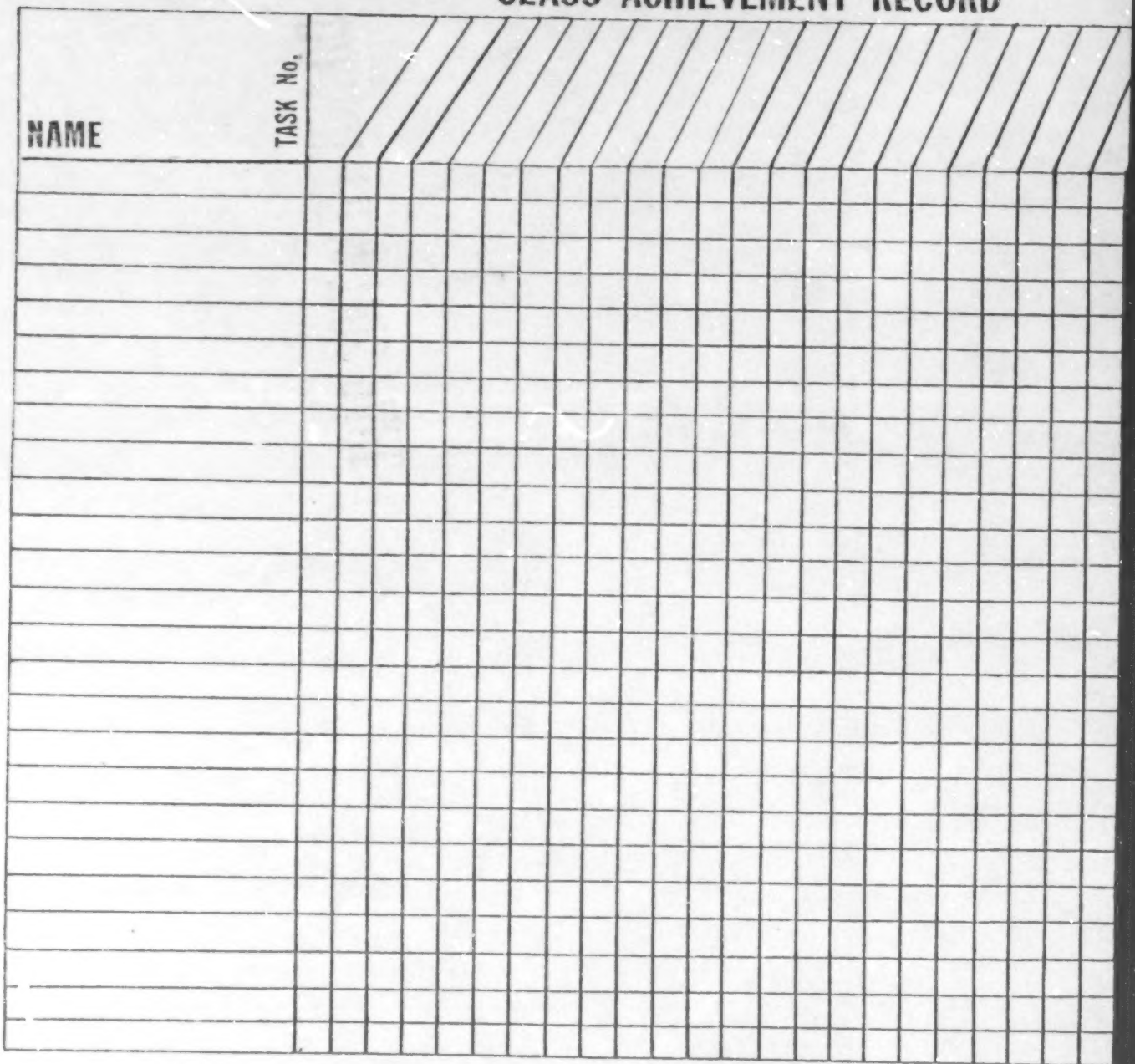
TASK	LEVEL	DATE
G. PERFORMING LABORATORY PROCEDURES (cont.)		
3. Manipulate dental stone.		
4. Fabricate a custom acrylic impression tray.		
5. Trim a dental cast.		
6. Finish dental casts.		
7. Clean/polish removable appliances.		
8. Sharpen hand-cutting instruments.		
H. PERFORMING OFFICE MANAGEMENT PROCEDURES		
1. Assemble the patient records for treatment.		
2. Prepare a daily work schedule.		
3. Maintain patient records.		
4. Maintain an active recall system.		
5. Manage broken/cancelled appointments.		
6. Maintain appointment control.		
7. Record dental and business supplies dispensed.		
8. Order dental and business supplies.		
9. Rotate supplies.		
10. Manage backorders.		
11. Perform preventive maintenance on business and dental equipment.		
12. Prepare for equipment malfunctions.		
13. Maintain security of drug supply.		
14. Maintain accounts receivable.		
15. Maintain accounts payable.		
16. Analyze office financial reports.		
17. Prepare bank deposits.		
18. Write checks.		
19. Reconcile bank statement.		
20. Manage petty cash fund.		
21. Verify invoices for material received.		
22. Prepare payroll.		
23. Explain fee charges to a patient as directed by the dentist.		

TASK	LEVEL	DATE
H. PERFORMING OFFICE MANAGEMENT PROCEDURES (cont.)		
24. Arrange financial agreements with patients.		
25. Issue receipts.		
26. Prepare patient statements.		
27. Explain insurance coverage to patient/family.		
28. Submit prepared third party carrier claims.		
29. Follow-up unpaid, lost and/or rejected third party claims.		
30. Demonstrate effective and courteous telephone procedures.		
31. Prepare correspondence.		
32. Maintain the office invironment.		
33. Initiate referral procedures for the patient as directed.		
34. Manage the dental office.		
35. Interview prospective personnel.		
36. Recommend the hiring of prospective personnel.		
37. Supervise auxiliary staff.		
38. Identify the legal significance of patient records.		
39. Implement precautions in lending records to another dental office.		
40. Complete administrative forms for patients or staff.		
41. Update procedure manual for the office.		
42. Compile a list of the responsibilities and/or obligations of the dentist and patients.		
43. Obtain the patient's consent for routine and emergency office dental care.		
44. Demonstrate the staff procedures in possible legal cases.		
45. Determine the legal aspects of the role of the dental assistant and registered dental assistant.		
46. File patient, business and personnel records.		

TASK	LEVEL	DATE
I. PERFORMING EXPANDED FUNCTIONS (REGISTERED DENTAL ASSISTANT)		
1. Place a rubber dam.		
2. Remove a rubber dam.		
3. Remove a nonmetallic temporary filling.		
4. Apply topical fluoride.		
5. Chart the oral cavity.		
6. Inspect orthodontic bands.		
7. Size temporary band and crowns.		
8. Cement temporary crowns and bands.		
9. Remove temporary crowns and bands.		
10. Remove excess cement from coronal surfaces.		
11. Remove sutures.		
12. Place periodontal packing.		
13. Placed pit and fissure sealant.		
J. USING EMPLOYABILITY SKILLS		
1. Compile an occupational profile.		
2. Analyze a career ladder.		
3. Perform a job search.		
4. Investigate non-wage job characteristics.		
5. Compile a list of personal attributes.		
6. Prepare a resume.		
7. Write a letter of application.		
8. Contact an employer.		
9. Complete a social security form.		
10. Complete a job application.		
11. Interview for a job.		
12. Develop a personal job values chart.		
13. Demonstrate appropriate dress.		
14. Contact the employment interviewer.		
15. Complete forms.		
16. Demonstrate interpersonal skill.		
17. Perform a continuing education program search.		

TASK	LEVEL	DATE
J. USING EMPLOYABILITY SKILLS (cont.)		
18. Describe job resignation/dismissal practice.		
19. Describe salary increase request.		
20. Prepare a self-evaluation.		
21. Acquire information on professional dental organizations.		

CLASS ACHIEVEMENT RECORD



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AUDIOVISUAL MATERIALS

A good listing of audiovisual materials, additional references and sources is available in the Learning Resources Guide included in the Certification Resource Packet, $10.

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